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ABSTRACT

This is an administrative guide and reference document for service institutions participating in the Federally funded Summer Food Service Program for Children. Guidelines are given to help potential sponsors to determine their eligibility to participate in the program. General requirements and procedures are outlined. Specific meal patterns, recordkeeping requirements and reimbursement procedures of the meal program are described. Regulations and suggestions are detailed both for sponsors contracting for food service through outside management companies ("vendors") and for those engaged in onsite preparation of meals. Necessary forms, checklists, and other guidance materials are provided. Also included is a brief guide to the meal program directed toward site supervisors. (Author/GC)

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Summer Food Service Program for Children

Sponsor Handbook

U.S. Department of Agriculture
Food and Nutrition Service
Program Aid No. 1182

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Revised April 1978

Rules for acceptance and participation in this program are the same for all children, without regard to race, color, or national origin.

JUN 1 1978

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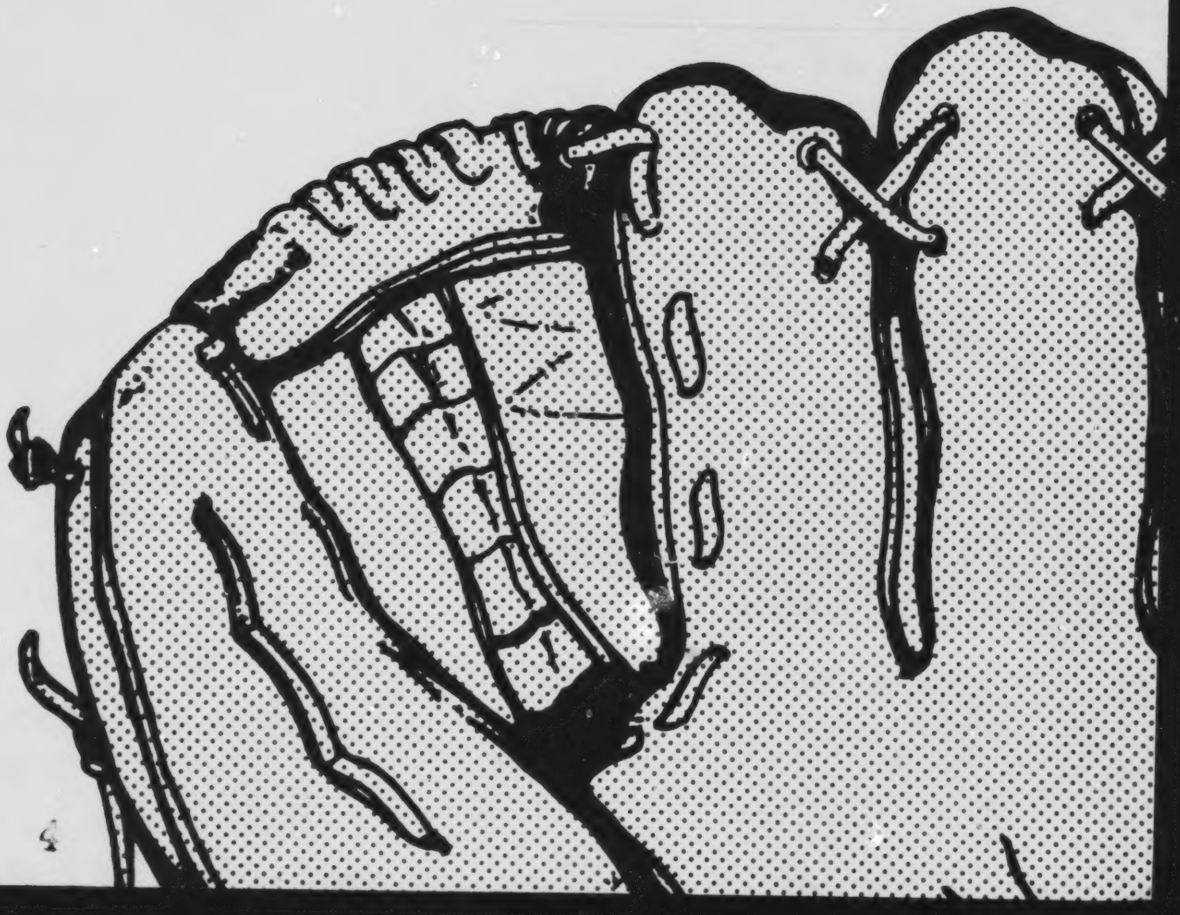
Administrative Guide



Introduction

Contents

The Summer Food Service Program for Children Sponsor Handbook is an administrative guide and vital reference document for any service institution participating in the federally funded Summer Food Service Program for Children. Section 1 gives guidelines to help potential sponsors determine their ability to participate in the program, in addition to presenting a brief outline of general requirements and procedures.

Section 2, "Meals, Records, and Reimbursements," describes the specific meal patterns, recordkeeping requirements, and reimbursement procedures of the program. Section 3, "Vended Operations," applies to programs using the facilities of food service management companies (called "vendors" in this handbook), while section 4, "Onsite Preparation," pertains to programs in which meals are prepared at the site where the meals are to be served.

Section 5, "Reference," consists of necessary forms, checklists, and other guidance materials which can be removed and reproduced. Approved sponsors are required to operate their food services in accordance with the provisions of this handbook.

Program Basics

The Summer Food Service Program for Children provides nutritional help to children 18 years of age or younger who would otherwise be deprived of the food assistance they get at other times of the year under the National School Lunch and Breakfast Programs. Persons over 18 years of age determined by a State or local educational agency to be mentally or physically handicapped and participating in a public school program established for the mentally or physically handicapped are also eligible. Summer food services are organized and operated by public and private nonprofit institutions. They are set up to benefit children from areas in which at least one-third of the children are eligible under a State's family-size and income standards for free or reduced-price school meals and to benefit children in an enrollment program in which one-third of the children enrolled are eligible for free or reduced-price school meals. Residential camps can operate the summer feeding program, as well as sponsors who enroll children in a regularly scheduled nonresidential organized cultural or recreational activity and qualify as a camp. Such sponsors must obtain family-size and income data on the enrolled children who are individually documented as being eligible for free or reduced-price school meals.

Sponsors for the Summer Food Service Program for Children may include agencies of city governments, county and municipal school systems, recreational groups, churches, and social service organizations. Although geared to operate primarily during school summer vacation periods, this program also provides for meal services in situations where schools operate on a continuous school calendar basis. As in all federally financed programs, discrimination against any child because of race, color, or national origin is forbidden.

Organizational Structure

The Summer Food Service Program is administered through an agency of the State government or by a Regional Office of the United States Department of Agriculture's (USDA's) Food and Nutrition Service (FNS). The administering agency deals directly with sponsors operating within the agency's geographic domain. To become eligible, however, a prospective sponsor must demonstrate to the satisfaction of the administering agency that it has the necessary financial and administrative responsibility to meet program objectives and comply with program regulations. The actual meal-service function may take place at one or more sites under the responsibility of the sponsor.

Administrative and financial responsibility cannot be delegated below the sponsor level. The quality of meal service as well as the conduct of site personnel reflect directly upon the sponsor's performance and may prohibit further participation in the program. Consequently, the quality and quantity of selected sites, the conduct of site and sponsor personnel, and the quality of the meals served must be primary concerns of any sponsoring organization wishing to remain eligible for program participation. All participating sponsors are subject to audit by USDA's Office of Inspector General.

Reimbursement

An approved sponsor must submit a claim to the administering agency to receive reimbursement for meals which meet program requirements. By March 1 of each year, USDA announces reimbursement rates for the coming summer. The following reimbursement payments are in effect as of March 1, 1978.

1. For each lunch or supper, 92.75 cents.

2. For each breakfast, 51.50 cents.

3. For each snack (supplement), 24.25 cents.

Sponsors will receive administrative monies based on a budget which must be submitted with the application for participation and will be reviewed and approved by the administering agency. The budget should include the projected administrative expenses which a sponsor expects to incur. Payment to sponsors for administrative costs will be the lesser of (1) the approved budget with amendments, (2) actual expenses incurred for administrative costs, or (3) 7.25 cents for lunches or suppers, 3.75 cents for breakfasts and 2.00 cents for snacks actually served to eligible children.

Introduction

Advance Payments

Advance payments for net program and administrative costs are available to approved sponsors. For net program costs, advance payments will be based upon last year's expenditures or a percentage of anticipated costs in an amount determined by the administering agency to be needed. Sponsors are required to request each advance payment for net program costs from the administering agency at least 30 days prior to the payment dates of June 1, July 15, and August 15. Before the second month's advance, sponsors must certify that they have held personnel training sessions which clarify program duties and responsibilities. If a sponsor is not scheduled to operate for at least 10 days in any month no advance payment for net program costs will be made for that month.

Sponsors are required to request each advance payment for administrative costs from the administering agency at least 30 days prior to the payment dates of June 1 and July 15. Before the second month's advance, sponsors must certify that they are operating the number of sites for which the administrative budget was approved and that there has been no significant change in their projected administrative costs since approval of the administrative budget. In the case of sponsors which will operate under the program less than 10 days in June but at least 10 days in August, the second month's advance administrative costs payment will be made on August 15. Advance administrative costs payments are not available to sponsors which will operate under the program for less than 10 days. If the administering agency has reason to believe, through monitoring or audits, that a sponsor will not be able to submit an adequate claim, the advance payment for the following month will not be sent until a valid claim has been received. In addition, a limited amount of start-up payments for planning may be available at the discretion of the administering agency.

Commodities

As well as funds for reimbursement, USDA also makes donated foods available to States. The State distributing agencies, in turn, make the commodities available to those sponsors approved to operate programs using onsite preparation and those sponsors which have entered into an agreement with a school food service to prepare meals. The Commodity Distribution Agency informs eligible sponsors about available commodities as soon as the sponsor's application is approved. Sponsors eligible to receive commodities may not receive commodities under more than one program during the same period of time.

Other Assistance

Administering agencies are available to help sponsors plan and operate their programs, as well as to help them train their supervisory personnel. During the summer, representatives from the State agency or FNS Regional Office visit sites and may make suggestions to assist in program management. Sponsors can contact the administering agency at any time about questions or problems they may have.

Sponsor Eligibility

Sponsor Requirements

In operating the summer program, a sponsor must do the following things:

* Demonstrate adequate administrative and financial responsibility to manage an effective food service.

* Provide an ongoing year-round public service to the area in which it intends to provide a summer food service. (Residential camps, sponsors serving migrant programs, and sponsors serving areas which would otherwise not be served are exceptions to this requirement.)

* Have a satisfactory program performance record, if applicable.

* Submit prior to deadline date, an application, site information sheet for each site, certification of nonprofit status if a private institution, and written assurance that all meals will be served free to eligible children without discrimination against any child because of race, color, or national origin.

* Prepare and submit a management plan including administrative and operating budgets.

* Document eligibility and meal service capabilities for each site, or qualify as a camp and collect family-size and income information on the enrolled children eligible for free or reduced-price school meals.

* Enter into a written agreement with the administering agency. This agreement is a legally binding document specifying the rights and responsibilities of both the sponsor and administering agency and should be read carefully before being signed.

* Provide a regularly scheduled food service.

* Inform the local news media of the availability of the program and the nondiscrimination policy.

* Attend administering agency's training sessions on program responsibilities.

Sponsor Eligibility

- Hold training sessions on program duties and responsibilities for all site and administrative personnel and ensure that all administrative personnel attend training sessions provided by administering agency.
- Enter into a contract with a registered vendor or a written agreement with a school food authority, if meals are not prepared at the site.
- Use competitive bid procedures in contracting when the contract will involve $10,000 or more. (Agreements with local school food authorities do not require bidding.)
- Provide for a CPA audit of food service operations if $50,000 or more is anticipated in reimbursement. A letter of engagement with the CPA firm must be submitted with the program application. A management letter must be provided by the auditor within 10 days after commencement of the program (public sponsors may meet this requirement by using an independent State or local government accountant).
- Certify that, prior to operation, all food service sites have been visited, all personnel are trained, and the facilities are adequate to serve meals to the number of children anticipated.
- Provide adequate personnel for overall management and monitoring of the program.
- Arrange for the delivery and holding of meals in accordance with standards prescribed by local health authorities until meals are served. (This applies only to vended programs.)
- Have the capability of maintaining children on site while meals are consumed.
- Arrange for proper storage of any excess meals until they are served.
- Establish procedures for making daily adjustments in the number of meals delivered to sites.
- Maintain accountability for advance payments.
- Develop a system for the regular submission of daily site records.

* Visit all sites within the first week of program operations, take prompt action to correct any deficiencies found, review food service operations at every site at least once during the first 4 weeks of operations, monitor operations at reasonable intervals for the duration of the program and monitor records of site visits.

* Ensure that all meals served meet or exceed minimum meal requirements and serve the same meal to all children.

* Maintain complete and accurate records on the food service.

* File a monthly reimbursement voucher based on supporting documentation for each month of participation.

* Operate the program in accordance with the provisions of this handbook and any other authorized instructions and handbooks.

Selection Priorities

Program experience has demonstrated that when two or more sponsors compete for the same site and attempt to serve the same group of children, confusion and waste often result. Such overlap conflicts with program objectives. Consequently, administering agencies may allow only one sponsor to serve a target population. The following order of descending priority will be used when the administering agency selects from among such competing sponsors.

1. Public or nonprofit private schools, and other applicant sponsors which have demonstrated successful program performance in a prior year.

2. Sponsors which propose to prepare meals at their own facilities or which operate only one site.

3. Sponsors which propose to utilize local school food facilities for the preparation of meals.

4. Other sponsors which have demonstrated ability for successful program operations.

5. Sponsors which plan to integrate the program with Federal, State, or local employment or training programs.

Operating Limitations

Sponsors may be approved for a maximum of 200 sites and for a total average daily attendance of 50,000 children at all sites. A sponsor will not be approved to operate any site which serves more than 300 children daily. No sponsor may exceed any of these

Sponsor Eligibility

maximums until the administering agency determines that the sponsor has the capability and facilities for managing a program of that size.

Only one meal service per day will be approved unless each meal service is delivered separately within 1 hour of the beginning of the meal service or there are proper food holding facilities at the site.

Sponsors will be approved to serve a maximum of three meal types per day at each site, provided that one of the three meals is a snack. Residential camps shall be approved for a maximum of four meal types per day. Nonresidential sponsors which qualify as camps shall be approved for four meal types per day (or three meals consisting of a breakfast, lunch and supper). No sponsor shall be approved for more than two snacks a day. The length of the meal service may not exceed 2 hours for lunch or supper and 1 hour for all other meals. Meals served outside the approved meal service period will not be reimbursed.

Three hours must elapse between the beginning of one meal type and the beginning of another, except that 4 hours must elapse between lunch and supper when no snack is served between lunch and supper. In addition, the supper meal service may not begin after 6 p.m. None of these time restrictions apply to residential camps.

Violations

Violations of program requirements may be the basis for recovery of overclaims, temporary suspension or termination and exclusion from future program participation. Such violations include but are not limited to: noncompliance with the time requirements between meals, failure to maintain adequate site or sponsor records, failure to adjust meal orders to conform with changes in site attendance, serving more than one meal simultaneously to a child, excessive instances of off-site meal consumption, and claiming program reimbursement for meals served to anyone other than eligible children. Sponsors guilty of such violations during prior program participation may be considered ineligible by administering agencies. However, any sponsor denied participation may obtain a review by an official other than the one directly responsible for the original determination. The same review procedure is available to sponsors denied advance program payments or payment of claims.

Site Requirements

Sponsors must assume administrative and financial responsibility for the food service at sites under their supervision. Consequently, sponsors are required to ensure that their sites comply with the following requirements:

- * Draw attendance from an area where at least one-third of the children are eligible for free or reduced-price school meals under the State's family-size and income standards. Sponsors which qualify as camps must obtain information on the number of children enrolled in each session whose family incomes meet the eligibility requirements for free or reduced price school meals.
- * Provide a regularly scheduled, organized activity or food service for the children attending.
- * Require personnel to attend training sessions which describe program objectives and requirements.
- * Have satisfactory arrangements for food service during inclement weather.
- * Adhere to local health and sanitation regulations.
- * Organize a supervised system for serving meals to participating children.
- * Ensure that all meals are eaten at the site.
- * Ensure that the length of meal service does not exceed 2 hours for lunch or supper and 1 hour for all other meals.
- * Ensure that 3 hours elapse between meals except that 4 hours must elapse between lunch and supper, if no supplement is served between lunch and supper. (Exceptions apply to residential camps only.)
- * Count and properly record the number of meals served to eligible children.
- * Ensure that meals served include required quantities of all meal components.
- * Ensure that there is not a simultaneous service of more than one meal to each child.
- * Maintain accurate daily records of program operations for submission to the sponsor on a regular basis.

Program Planning

One-Third Needy Provision

The Summer Food Service Program exists to serve children living in low-income areas. Documenting the need of an area to be served is a required part of the application process unless the sponsor is a camp. By definition, the concept of "low income area" is tied to the percentage of children residing in an area eligible for free or reduced-price meals in the National School Lunch and Breakfast Programs. At least one-third of the children residing in the area of the site must qualify for free or reduced-price school meals, based on family-size and income.

To determine the need of a particular geographical area, a sponsor may contact the local school district or local nonprofit private schools to obtain figures on the numbers of children eligible for free and reduced-price meals, as compared to total school enrollment. It is not necessary to obtain the names of eligible children from school officials unless eligibility is being determined on an individual child basis.

An alternative method to determine area need is to consult local social service agencies such as Scout groups, youth clubs, community centers, and churches to obtain demographic information which reflects family-size and income levels.

Census tract data may be used as effectively as locally compiled information. However, sponsors planning to use this source must refer to specific documents. For cities with a population of over 50,000 the following documents may be used:

"Table P-1, General Characteristics of the Population," which lists by tract number or county the average number of persons per household, and "Table P-4, Income Characteristics of the Population," which lists by tract number or county the median income. For counties with a population of less than 50,000, refer to, "Table 124, Income and Poverty States in 1969 for Counties" and "Table 16, Summary of General Characteristics."

Indian reservation population statistics may be obtained from one of the 12 area offices of the Bureau of Indian Affairs. Another document that may be used to determine area need is the "Survey of Income and Education for 1975" by States, which can be obtained at the Census Bureau, Office of Poverty Statistics. The persons per household and median income information can be compared to the State's income eligibility standards to determine need on a tract basis. Census maps should be consulted to correlate tract numbers with the geographic areas from which a sponsor plans to draw its participation. State income eligibility information may be obtained from the administering agency.

It must be recognized that census tract data are dated and may be unreliable. The data may be almost 10 years old, and an area as small as a census tract may have undergone substantial demographic change since the time they were collected. If more current sources of data, such as applications for free and reduced-price lunches are available, then these should be used.

Enrolled Program Provision

Sponsors with an enrollment program may document eligibility for the summer program if at least one-third of the children enrolled are eligible for free or reduced-price school meals as determined by statements of eligibility based on the size and incomes of the families of the children enrolled.

Camps Provisions

Residential summer camps and nonresidential sponsors which qualify as camps do not have to document that one-third of the children residing in the area of the site are eligible for free or reduced-price school meals, but must gather family-size and income data on the individual children eligible for free or reduced-price school meals enrolled in each session. Nonresidential sponsors may qualify as a camp by operating as an enrolled program and serving four meals to each child each day (or three meals consisting of a breakfast, lunch and supper). Camps may claim reimbursement only for meals served to children eligible for free or reduced-price school meals. Information on each camp session must be submitted prior to filing claims for reimbursement for each session unless otherwise specified by the administering agency. Some camps may be able to get family size and income data from local social service agencies or other organizations which require such information. If a sponsor is a school or school district participating in the National School Lunch or Breakfast Program, or is a sponsor in the Child Care Food Program, records from those programs may be used. It should be noted that other poverty guidelines, such as Title XX, are not acceptable.

Most camps will have to gather this information directly from parents. This data can be solicited in the camper's application, or the sample Family Size/Income Statement included in Section 5 of this handbook may be used. If the sample statement is used, the reviewing official must compare the family-size and income to the current family size/income guidelines, and then note if the family's income is below the guidelines for that size family (qualifies) or is above the guidelines (does not qualify). If the family had checked one of the four hardship provisions, the amount of hardship should be subtracted from the gross income, and that net figure used for comparison purposes. Foster

Program Planning

children are considered a family of one. Any payments made to the foster family for the child's upkeep are considered the child's income.

Community Support

Potential sponsors need to assess the degree of community and parental support and ongoing community service programs so that the food service can be integrated into local recreational, cultural, and enrichment activities. As part of this involvement with the local community, a sponsor should:

* Contact local schools in regard to their enrichment programs. (While academic summer schools are not eligible to participate in the program, the programs may affect attendance at individual sites.)

* Ask parks and recreation centers about their summer recreation programs.

* Contact local Y's, churches, and Scout groups about their summer plans.

* Notify the health department of all prospective site locations and ask the department to inspect them to ensure they meet local health standards.

* Alert the sanitation department to ensure prompt and regular trash removal.

* Contact other groups in the area that may be planning program participation to prevent duplication.

This information about the community will provide the basis for site selection.

Number of Sites

The number of sites and estimated number of children to be reached can be determined only after a thorough evaluation of the resources available. Such resources include:

* Food preparation facilities if onsite preparation is being considered.

* Food holding and storage facilities.

* Registered vendors in the area if onsite preparation is not feasible.

* Labor.

* Funds to hire additional personnel if necessary.

* Volunteer help.

* Anticipated Federal reimbursement.

Meal Preparation

Several factors influence the decision regarding the best method for obtaining meals. These factors include the cost of meals, the number of meals required, the type of meal service, the number of sites participating, and the type of site. Because most schools serve meals to children during the school year, schools usually have preparation and serving facilities, know USDA nutritional requirements for meals, and understand children's preferences. In addition, school food service personnel are often available for summer jobs. Sponsors are encouraged to contact the superintendent of schools, or principals of local nonprofit private schools to obtain meals from the school. Such an arrangement will require either a written agreement or a contract with the school.

Staffing Patterns

Staffing needs will be determined by the method of meal preparation, number of sites, dates of operation, and number of children participating. The following staffing patterns are recommended as generalized guides:

Number of sites	Staffing needs during planning & organization	Operating & supervising	Close-out
10-30	1 director 1 secretary 1 consulting accountant*	1 director 1 secretary 1 monitor per 15-20 sites 1 recordkeeper	1 director 1 secretary 1 recordkeeper 1 consulting accountant*
31-60	1 director 1 secretary 1 monitor ** 1 CPA ***	1 director 1 secretary 1 recordkeeper 1 area supervisor 1 monitor per 15-20 sites	1 director 1 secretary 1 recordkeeper 1 CPA ***
61-100	1 director 1 secretary 2 monitors ** 1 CPA ***	1 director 1 secretary 2 recordkeepers 1 area supervisor per 50 sites 1 monitor per 15-20 sites	1 director 1 secretary 1 recordkeeper 1 CPA ***
101-200	1 director 1 assistant director 1 secretary 3-4 monitors ** 1 CPA ***	1 director 1 assistant director 2 recordkeepers 1 area supervisor per 50 sites 2 secretaries 1 monitor per 15-20 sites	1 director 2 recordkeepers 1 secretary 1 CPA ***

Program Planning

* To assist in setting up a recordkeeping system and closing program activity, if program will not require a CPA audit.

** To assist director in required preprogram site inspection visits and selection.

*** Refers to accounting activity undertaken by CPA firms as part of audit, if program will earn $50,000 in reimbursement.

Staffing

Because needs vary from program to program, the sponsoring organization should consult with the administering agency for specific staffing guidance. Many positions will require only part-time employment, particularly in the planning and close-out phases. The need for recordkeeping personnel will vary according to the extent of support services provided to the program. One monitor for every 15-20 sites is recommended for urban areas. The number of monitors necessary for rural sites may increase dependent upon the geographic area covered. Varying opening and closing dates of individual site operations will affect staffing needs.

Staff Duties

The key to successful program operations is found in the quality of the site monitoring performed. As the link between sponsor-level and site-level operations, personnel hired for this function must be able to relate to the community being served while ensuring that corrective actions are taken. Wages for this position, as well as other positions, should be equivalent to the responsibility. The following listing of responsibilities by position is offered as guidance:

Director
Responsible for:
* Providing overall management of the program
* Maintaining outreach efforts
* Coordinating with other agencies
* Selecting sites
* Corresponding with administrative agencies
* Handling all contracts, bidding, and negotiations
* Submitting applications
* Arranging for food preparation or delivery and adjusting meal orders
* Hiring staff
* Training staff
* Supervising staff
* Submitting reimbursement vouchers

Assistant
Responsible for:
* Training site personnel
* Designing forms for recordkeeping purposes

- * Maintaining liaison with vendor to adjust meal deliveries
- * Providing ongoing training to staff
- * Checking reimbursement vouchers
- * Maintaining time and attendance records of staff
- * Maintaining records on number of meals served

Accountant

Responsible for:

- * Maintaining records on the following:
  - Daily reports, invoices, and bills
  - Cost of food
  - Cost of labor
  - Administrative costs
  - Other costs
  - Program income
- * Preparing payroll
- * Purchasing office supplies
- * Preparing reimbursement vouchers

Area Supervisor

This person is in charge of several monitors and reports site deficiencies to the director or his/her assistant.

Responsible for:

- * Scheduling of visits by monitors
- * Checking monitors' reports
- * Preparing weekly summaries of monitoring efforts
- * Providing ongoing training of monitors
- * Visiting sites with monitors
- * Determining need for corrective action

Monitor

This is a person who visits sites on a regular basis and observes meal service operations.

Responsible for:

- * Checking onsite operations to ensure that records are maintained and that the program is operated in accordance with requirements
- * Visiting all sites within the first week of operations
- * Reviewing food service operations of all sites within the first 4 weeks of operation
- * Revisiting sites as deemed necessary
- * Preparing reports of visits

Program Planning

- Suggesting corrective action for problems encountered
- Ensuring corrective action is carried out
- Conducting onsite training as necessary

Site Supervisor

This is a person who is in charge of the program at the site level.

Responsible for:

- Making meal arrangements during bad weather
- Receiving and accounting for delivered meals
- Serving of meals and clean-up
- Submitting daily records
- Assuring safe and sanitary conditions at the site
- Planning and organizing daily site activities

Selecting Sites

Sponsors must always visit locations before selecting sites. Locations where site supervisors have had a poor performance record in past programs and were unable to institute corrective action should not be selected for participation. The administering agency may deny approval for such sites.

Sponsors planning a multiple site operation with sites that are not under their direct administrative control should enter into an agreement with the administrator of the individual sites. Such an agreement should list in specific terms the responsibilities of the site administrator in regard to the food service program. This agreement of responsibilities will facilitate taking corrective action in the event the program is not operated in accordance with the agreement. However, this agreement does not relieve the sponsor of the final administrative and financial responsibility with respect to the operation of the program.

When selecting sites, the sponsor needs to consider the adequacy of facilities for onsite meal consumption, availability of holding facilities, site size in relation to anticipated attendance, and the reasonableness of the numbers and types of meals requested. Sponsors should exercise their authority to limit meal service to whichever patterns seem suitable for a particular site.

Training

Scope

The training of site and sponsor personnel is not only a program requirement, but is also good management. As with administrative and financial responsibility, training is a sponsor obligation. However, conducting a training session prior to the opening of the program does not mean that training is completed. Weekly or biweekly sessions throughout the summer are essentials of a comprehensive training effort. This ongoing process allows everyone a chance to discuss findings at the sites and enables the sponsor to offer additional training as needed. Regular meetings with site supervisors offer similar opportunities. In addition, monitors should conduct onsite training if they encounter a site supervisor having difficulty with recordkeeping or any other area of food service operations. Sometimes a site supervisor who attends the training sessions may be replaced by a new supervisor. It is then the sponsor's responsibility to ensure that this new site supervisor is trained.

Training Sessions Required

Sessions must be planned for two different groups of personnel, divided according to areas of responsibility. Office staff, area supervisors, and monitors (sponsor personnel) comprise one group; site supervisors and their assistants make up another. At the very least, two training sessions should be conducted prior to the beginning of the program--one for sponsor personnel and one for site supervisors.

It is important that sponsor personnel attend the site training session so that they know what the site personnel have been told, and so that they become acquainted with the site supervisors they will be visiting throughout the summer. If the services of a vendor are to be used, representatives of the company should be invited to attend such sessions and, possibly, invited to participate in the discussion of menus and delivery schedules. All personnel should receive a letter or flyer announcing the date, time, location and importance of attending the session. This notification will be more effective if followed by a telephone reminder.

Sponsor Personnel

Sponsors operating a large program must have an office staff which may consist of assistants, accountants, secretaries and clerks, in addition to the staff employed as area supervisors and monitors. Although the sponsor personnel training session will be of primary importance to the monitor, all office staff should attend to gain a general background in program operations. A separate session is advised for training the accounting staff. As a minimum, the following topics should be covered in the session with office staff and monitors:

Training

Training Outline for Sponsor Personnel

Topics	Materials
1. Begin with a general explanation of the program emphasizing the following topics: a. Purpose of the program b. Site eligibility c. Recordkeeping requirements d. Organized site activity e. Meal requirements	You will need these materials for this part of the program: "Sponsor Handbook" "Summer Poster" "Site Supervisor's Guide"
2. Describe how the program will operate within the framework outlined in this handbook. a. How meals will be provided b. The delivery schedule (if applicable) c. The recordkeeping forms to be used by site personnel and methods of submission	Menu schedule Sample delivery receipts Sample daily reporting forms for sites
3. Outline the specific duties of monitors. a. Sites for which they will be responsible b. Monitoring schedule c. Reporting procedure d. Followup procedure e. Office procedures	Monitor report form Mileage log

Site Personnel

Sponsors must document attendance at the site personnel training sessions and schedule additional sessions for personnel who were absent. Since monitors act as liaison between the sponsor-office level and the site-operational level, their attendance must be requested at the training session for site personnel. The site personnel training session is a logical time to obtain the signatures of site supervisors and assistants who will be responsible for signing daily records. (A signature file should be kept in the sponsor's office for use in reviewing weekly records.) As a minimum, the following topics should be covered in sessions with site supervisors and their assistants. Since this program provides meals meeting exact nutrition standards, it is an excellent focal point for nutrition education. Nutrition education materials may be obtained from the administering agency.

Training

Training Outline for Site Personnel

Topics	Materials
1. General explanation of the program	
a. Purpose of the program	"Sponsor Handbook" (for instructor's use)
b. Site eligibility	
c. Necessity for accurate records	"Monitor Handbook" (for instructor's use)
d. Importance of organized activities at sites	
2. Site Operations	
a. Vendor relationship	"Site Supervisor's Guide" (for each supervisor)
1) Meal pattern requirement type of meal service offered	Menus Monitor's name and telephone number
2) Delivery schedules (exact times)	
3) Adjusting delivery amount	
4) Holding facilities available	
5) Who to contact about problems	
b. Onsite preparation problems	
1) Inventory	Inventory forms
2) Menu adjustments	
3. Recordkeeping	
a. Daily recordkeeping requirements	
b. Delivery receipts	Sample forms
c. Special problems	
1. Seconds	
2. Leftovers	
3. Spoiled food	
d. Daily labor time spent on food service	
e. Collection of daily record forms	
4. Monitors	Monitoring form
a. Duties and authority	
b. Area of assignment and introduction to site supervisors	
5. Miscellaneous	Sponsor policy
a. Inclement weather	Instruction
b. Unauthorized adults eating	

Training

Topics	Materials
c. Discipline problems	
d. Equipment, facilities and materials available for organized recreational activities	
e. Trash removal	

Monitors

A sponsor with multiple sites must regularly monitor those sites to ensure that all program regulations are enforced. Regulatory violations at the site level may lead to reduced reimbursement. An efficient and capable monitoring staff is essential. The monitor(s) must not be mere collection agents for records. They must understand and be able to enforce program requirements, and must spend enough time at each site to review all pertinent operations.

The monitors' authority and responsibility should be made clear to the monitoring staff, site supervisors and office personnel. In vended programs, the monitor should ensure that necessary increases or decreases in the number of delivered meals are made, if the site supervisor has failed to do so. The monitor should also have available additional copies of the necessary forms, site supervisors' guides, and summer posters to give to sites as needed.

The sponsor must design a system for handling monitor reports. These reports should be returned to the sponsor frequently, ideally every day. They would be immediately reviewed by a specific member of the sponsor's staff, who will be responsible for following up on any problems, either with the monitor or directly with the site supervisor. A system should be established to ensure timely follow up of deficiencies at the site level. Depending on the seriousness of the deficiency followup should be done within specified time frames.

The monitors should begin work several days before sites open. If possible, they may be used to complete the required pre-operation visits. This will allow them to familiarize themselves with the locations and personnel of the sites.

Since monitors serve as a vital link between the sponsor level and the site level, they should be present at both the site and sponsor training meetings, to ensure their grasp of operations at both levels. The monitors' handbook will outline their duties and responsibilities. Additional training will be necessary regarding the specific functions required by the sponsor. They should also become familiar with the Site Supervisor's Guide.

Training Outline for Monitors

Topics	Materials
1. Outline the specific duties of monitors	Monitor handbook
a. Sites for which they will be responsible	
b. Monitoring Schedules	Monitor report form
c. Reporting procedures	
d. Followup procedures	Mileage log
e. Office procedures	
f. Local sanitation and health laws	
g. If necessary (as in some urban areas), safety considerations	
h. Nutrition education	

Administrative Procedures

Application

A list of application requirements cannot be all-inclusive since variations occur with each administering agency and with the nature of particular food services. However, the following list indicates the basic application requirements that will need to be satisfied. The reference section of this handbook contains sample sponsor and site application forms which may be used by the administering agency.

- Sponsor application (with management plan including proposed budget and staffing).

- Site information application for each proposed site including documentation of eligibility criteria or documentation of the number of children enrolled eligible for free or reduced-price school meals.

- Signed program agreement.

- News release on nondiscrimination policy and accessibility of program.

- Extent of program payments needed, including a complete administrative budget and requests for advance payments and start-up payments, if applicable.

- Certification of training program for sponsor and site personnel.

- Synopsis of the invitation to bid, or the proposed agreement with school food authority, and plans for advertisement, if appropriate.

- Letter of engagement with CPA firm if more than $50,000 is anticipated in program reimbursement (public sponsors may meet this requirement by using an independent State or local government accountant).

Administrative Procedures

* Proof of tax-exempt status if the sponsor is a nonpublic entity.

The administering agency will review and determine whether the application will be approved. If approved, the sponsor must keep all signed materials as part of his records. The program agreement should be examined carefully as it is a binding, legal document which specifies the responsibilities of all parties concerned.

The administering agency must negotiate administrative costs with the sponsor. Such negotiable costs categories will be stipulated in the approved agreement returned to the sponsor. Any changes in expenditures falling within this category must be discussed with and approved by the administering agency in order to be eligible for reimbursement.

Communications

To ensure efficient administration, internal and external channels of communication must be established. Internally, discussing job descriptions and explaining the organizational structures enables staff members to understand their own responsibilities as well as those of their co-workers.

A communications network should include a system for talking to the administering agency, the vendor or onsite preparation manager, the in-office staff members, monitors, and site personnel. As a minimum, the sponsor and site personnel must have daily telephone contact to allow timely changes in the number of meals ordered, immediate reporting of meal deficiencies, and efficient requesting of desired menu changes.

The administering agency will be communicating with the sponsor representative in writing and by phone during the approval procedure. Once the application is approved, the administering agency will help arrange the final operational details of the program. Representatives from the administering agency and USDA officials will review the program during the summer and offer problem-solving assistance in this and other areas.

Planning Checklist

The following program director's planning checklist is intended as a suggested management tool to give an orderly and comprehensive overview of administrative procedures. Although this checklist may not be all inclusive for every type of food service, its use as a program aid is highly recommended.

Date Completed	Action Taken
1.____________	Survey community for areas of need; begin choosing possible sites and compiling written documentation of need for each.

Administrative Procedures

2. ______________ Meet with community leaders, if possible, for assistance in determining suitable site locations.

3. ______________ Contact local schools concerning the possibility of vending meals for the programs.

4. ______________ Contact recreation departments, schools and local service organizations to coordinate recreational activities with food service at sites.

5. ______________ Contact reliable former site supervisors to determine if they have a continued interest in the program.

6. ______________ Attend workshops offered by State or Federal (USDA) personnel.

7. ______________ Hire a secretarial staff to assist the program director.

8. ______________ Develop specifications for the invitation to bid (if applicable).

9. ______________ Publicly advertise the bid, at least 14 days prior to bid openings.

10. ______________ Develop budget and staffing plans for the program.

11. ______________ Secure a letter of engagement with an independent CPA, or State or local government accountant for programs over $50,000.

12. ______________ Solicit volunteer help at sites whenever possible.

13. ______________ Hire an assistant program director, if necessary.

14. ______________ Design forms or use sample forms in this handbook for all aspects of program operations.

15. ______________ Set up a filing system for documents which must be maintained for 3 years.

Administrative Procedures

16.______________ Obtain individual child data for camps for children eligible for free or reduced-price school meals.

17.______________ Notify the health department of the intention to operate a food service program, giving a list of sites to be served.

18.______________ Submit a completed application with accompanying documents to the administering agency. Include all attachments as requested by the administering agency.

19.______________ Use proper procedures to select a registered vendor (if applicable).

20.______________ Meet the vendor and develop delivery schedules (if applicable).

21.______________ Hire monitors and site supervisors.

22.______________ Hold training workshops for monitors and supervisors.

23.______________ Obtain signatures from site personnel.

24.______________ Advertise the program and the nondiscrimination policy in local media.

25.______________ Finalize monitoring schedules and any emergency procedures.

26.______________ If program is over $50,000, begin plans for management letter from an auditing firm.

Monitor Reports

Regulations require that sponsors visit all food service sites at least once during the first week of operation and that prompt action be taken to correct deficiencies. In addition, all sites must be thoroughly reviewed at least once during the first 4 weeks of program operations. Records for each site visit, each review, and any followup visits must be documented and maintained on file. Monitoring must continue throughout the program at a level sufficient to ensure compliance with program regulations.

Sponsors must have a monitoring schedule to ensure that all sites are covered, a monitoring form to ensure that all facets of site operations are checked, a reporting system from the monitors to the office staff to inform them of problem areas and a followup procedure to ensure that corrective actions are taken. Multi-site sponsors will need to develop detailed methods for monitoring and maintaining the resulting report system. Sample forms to cover most monitoring activities are included in section 5.

Site reviews and visits by monitors are vital functions of sponsor operations. A site review requires the monitor to observe at least part (preferably all) of the meal service to determine if program requirements are being met. Without this direct link between the sponsor headquarters and the actual food services, no program can function adequately.

The monitor review form includes information concerning the adjustment of meal orders on a regular basis, menu adjustments as necessary, problems in regard to recordkeeping, and delivery schedule problems. This report is an accurate means of determining the ability of the monitor to perform prescribed duties.

Additional monitor training may be necessary if:

* Comments are not included in the remarks section of a report.

* The number of meals delivered or served and the number of children in attendance are always the same.

* Comments by site personnel are not included.

* Action recommended, if any action to correct deficiancies is not noted.

* Adjustments in meal orders are not recommended when the number of meals exceeds attendance.

Site Reports

Daily site reports may be collected either daily or weekly. A sponsor may wish to have the monitor pick up the site report on a designated day or may ask the site supervisor to mail it to the sponsor office periodically. Whatever method is selected, it is important to collect the reports on a frequent, uniform basis to minimize the possibility of losing these reports. The site's copy of the daily delivery invoices should be collected at a regular time, checked for the signature of the site supervisor, and checked for agreement between the figures entered on the site report and those on the vendor's reports. Any discrepancies should be resolved immediately by contacting the site supervisor and vendor representative. Written evidence of the resolution of any discrepancy should be obtained from the appropriate source.

Reimbursement Claim

Although vended and onsite operations will be discussed in detail later, this section would not be complete without a brief introduction to the manner in which a food service is funded. As previously noted, a claim for reimbursement must be filed monthly, as a minimum. The sponsor assumes complete responsibility for information submitted on the claim. Claims for reimbursement must include data in sufficient detail to justify the reimbursement claimed and to enable the administering agency to provide the required information for program reports. Claims must be filed monthly by the 10th day following the period of operations covered by the claim. If the program extends only into the first 10 operating days of the last month, all operational data for that month must be included on the voucher of the previous month. Administrative costs should take into account all salaries paid throughout the program including salaries paid to personnel retained for the purpose of closing the program (usually the director, a secretary, and an accountant), and all other expenditures incurred up to and related to the termination of the program.

All records should be compiled and deposited in a safe place. They must be retained for a period of 3 years after the end of the fiscal year to which they pertain. Such records must be accessible to Federal officials for audit and review.

Evaluation of the program upon its completion is necessary. The following format is suggested for such an evaluation:

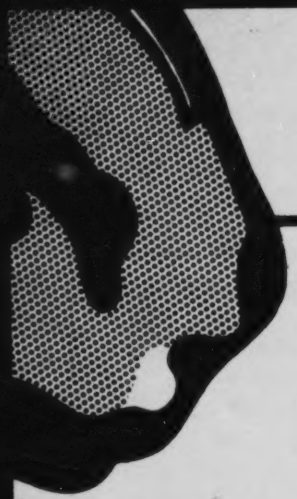
* Sponsor Personnel--Evaluate the size and efficiency of the staff.

* Site Personnel--Evaluate the ability of site personnel to control and supervise the program at the site level.

- * Food Preparation--Evaluate the major facets of food preparation, as well as the quality and variety of foods offered within meal requirements.

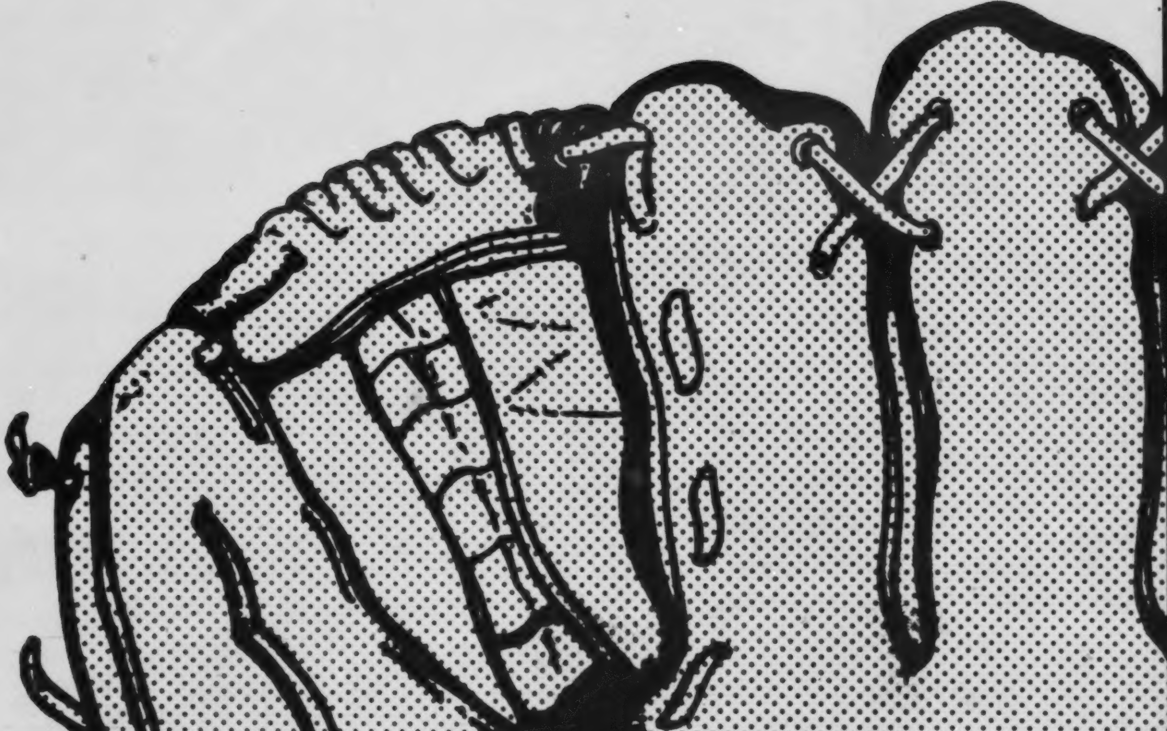
- * Organization--Evaluate the administrative structure of the organization.

- * State Agency or FNS Regional Office--Evaluate the relationship between the sponsoring agency and the administering agency, noting the adequacy of training efforts, availability of guidance and information, and the availability of assistance.



2.

Meals Records and Reimbursements



Meal Requirements

Meal Requirements

Meal Patterns	The goal of every Summer Food Service Program for Children should be to serve nutritionally adequate, wholesome, and appetizing meals to children. Careful planning is necessary to meet this goal. Meal requirements set for this program assure well-balanced, nutritious meals that supply the kinds and amounts of food children need to help meet their nutrient and energy needs. The following are minimum requirements for each meal:
Breakfast	*Fluid Milk--1/2 pint (1 cup) *Fruit or Vegetable or Juice, full strength--1/2 cup *Bread or Cereal (one of the following or a combination to give equivalent quantities): Bread, or bread equivalent, whole-grain or enriched--1 slice Cereal, whole-grain or enriched or fortified--3/4 cup (volume) or 1 ounce (weight), whichever is less
Snack (Supplemental Food)	(Two of the following): *Fluid Milk--1/2 pint (1 cup) *Juice or Fruit or Vegetable (one of the following or combination to give equivalent quantities): Vegetable or fruit juice, full strength--8 fluid ounces of full strength fruit or vegetable juice (juice shall not be served when milk is served) or 1 cup of fruit or vegetable *Meat or Meat Alternate-1 ounce *Bread or Cereal (one of the following or a combination to give equivalent quantities): Bread, or bread equivalent, whole-grain or enriched--1 slice Cereal, whole-grain or enriched or fortified--3/4 cup (volume) or 1 ounce (weight) whichever is less
Lunch or Supper	*Fluid Milk--1/2 pint (1 cup) *Meat or Meat Alternate (one of the following or combination to give equivalent quantities): Cooked lean meat, poultry, or fish-2 ounces, cheese-2 ounces, egg-1, cooked dry beans or peas-1/2 cup, or peanut butter-4 tablespoons *Vegetable or Fruit--3/4 cup of two or more (full-strength vegetable or fruit juice may be counted as not more than 1/4 cup of this requirement) *Bread, or Bread Equivalent, whole-grain or enriched--1 slice
Other Foods	Other foods, such as butter or fortified margarine, spreads, desserts, etc., which are not a part of the requirement, should be included to improve acceptability, and provide additional calories and nutrients.
Quantity Adjustment	The quantities of food specified in the meal pattern are approximate amounts of food to serve 10-to 12-year-olds.

Greater or lesser amounts of these foods may be served if participating children are older or younger, and if the sponsor has the capability of controlling portion size to ensure that variations are in accordance with the age levels of the children served. Remember that meals not served as a complete unit are not eligible for reimbursement.

Description of Food Components

Milk

Milk means fluid types of pasteurized whole, lowfat, skim, or cultured buttermilk, flavored or unflavored milk which meet State and local standards. Fluid, evaporated, or dry milk used in preparation of soups, puddings, baked products, and other foods may not be counted as meeting the milk requirement. Such foods do add to the total milk intake of children, however, and are encouraged. At breakfast, milk may be served as a beverage, on cereal, or used in part for each purpose. At lunch and supper, milk must be served as a beverage. Milk is also a good beverage to use for mid-morning or mid-afternoon snacks. If only snacks or a meal and two snacks are served at a center, it is a good idea to include milk in at least one snack. Milk provides calcium and riboflavin, some protein, vitamin A, vitamin D (if fortified), phosphorus, and other nutrients.

Meat or Meat Alternate

Meat or meat alternates must be served at lunch and supper (and may be served as part of the snack) in the amounts specified in the meal pattern requirements. A serving of cooked lean meat (beef, pork, lamb, veal), poultry, fish, cheese, cooked dry beans or peas, an egg, or an equivalent quantity of peanut butter may be used to meet this requirement. A combination of any of these foods may also be served as the meat or meat alternate. For example, a peanut butter sandwich and deviled egg may be served as the meat alternate in a meal, or ground meat and cheese (meat and meat alternate) combined in a casserole also meet the requirement. These foods may be served as the entree (main dish) or the entree and one other menu item.

A serving of cooked meat is defined as lean meat without bone. A serving of cooked chicken or turkey includes meat and skin as normally served unless otherwise indicated. When cooked dry beans or peas are counted as part of the meat alternate requirement, they cannot be counted toward meeting the vegetable/fruit requirement as well.

To improve the nutrition of children, meat or a meat alternate should be included at breakfast as often as possible. Eggs, cheese, and peanut butter may be

Description of Food Components

served as such or used in preparation of breads, such as cheese biscuits or peanut butter rolls. Children enjoy cheese cubes or sticks, peanut butter on bread or crackers, meat cubes, and other protein-rich foods at snack time. Snacks between meals provide excellent opportunities for introducing unfamiliar meats or meat alternates to children.

One ounce (dry weight) of protein-fortified, enriched macaroni-type foods may be counted as meeting 50 percent of the meat or meat alternate requirement only when served with cheese, meat, poultry, or fish. Textured vegetable protein products may be counted as meeting part (30 percent) of the meat and meat alternate requirement when combined with water and served in combination with meat, poultry, or fish. Protein-fortified, enriched macaroni-type foods and textured vegetable protein products must meet USDA specifications. For detailed information and assistance on the proper use of these two products, contact the administering agency.

Fruits and Vegetables

Meat and meat alternates, as a group, provide protein, iron, B vitamins (thiamin, riboflavin, niacin), and other nutrients. Fruits and vegetables which are simply prepared and easy to eat are the most practical to serve in the Summer Food Service Program for Children. Fruits and vegetables as a group provide most of the vitamin C and a large share of vitamin A in meals. They also supply iron as well as other vitamins and minerals. In selecting items for the menu, include foods which are good sources of these vitamins and minerals in at least one meal or snack each day. (See section 5, for the foods rich in iron and vitamins A and C.)

A serving of cooked vegetable means a drained vegetable as usually served. A serving of cooked fruit consists of fruit and juice. A serving of thawed frozen fruit is fruit and the juice that accumulate during thawing.

At breakfast, a serving of fruit or vegetable or full-strength fruit or vegatable juice is required. Breakfast is an excellent time to serve vitamin C foods. Citrus fruits or juices such as orange or grapefruit are excellent choices. Other good choices are tomato juice, strawberries, and cantaloupe (when in season). Dried fruit may also be served. Dried apricots, raisins, and prunes provide variety in menus and are rich in iron.

To meet program requirements for lunch and supper, two or more vegetables or fruits must be served at each meal. A serving (one-fourth cup or more) of full-strength vegetable or fruit juice may be counted towards meeting no more than one-fourth cup of the vegetable or fruit requirements.

For variety, full-strength fruit or vegetable juices, fruits, or vegetables, may be served in place of milk for snacks between meals. Snack time is a good time to introduce new vegetables and fruits to children. A vegetable or fruit may be offered for tasting in addition to a snack of milk and enriched crackers. Beverages made from fruit juice drinks, fruit flavored powders and syrups, or fruit punch do not meet program requirements.

Bread and Cereals and Equivalents

Bread and bread products provide some of the B vitamins (thiamin and niacin), minerals (especially iron), and calories. Breads or bread equivalents must be enriched or made of whole-grain or enriched flour or meal to meet the bread requirement of this program. Refer to section 5 for guidelines on acceptable bread and bread equivalents.

At breakfast, a serving of enriched or whole-grain bread; or a serving of cornbread, biscuits, rolls, or muffins made from enriched or whole-grain meal or flour; or a serving of enriched or whole-grain or fortified cereal; or a combination of bread and cereal may be served.

For mid-morning and mid-afternoon supplements, a serving of enriched or whole-grain bread; or enriched or whole-grain or fortified cereal; or an equivalent serving of cornbread, biscuits, rolls, muffins, crackers, or cookies, made of enriched or whole-grain meal or flour, may be served. Hot breads such as rolls, biscuits, cornbread, muffins, or raisin bread, add variety and appeal as well as nutrients to meals for children.

At lunch or supper, a serving of enriched or whole-grain bread is required. An equivalent serving of cornbread, or whole-grain meals or flour may be substituted.

Cereal may be served at breakfast or as a mid-morning or mid-afternoon snack, but it may not be used in place of bread at lunch or supper. Acceptable "fortified grain-fruit products" meeting FNS alternate food regulations and USDA specifications may be used at breakfast and for midmorning or midafternoon snacks to provide the bread and fruit requirement. These products are intended for use where kitchen facilities are not available for preparing and serving the regular breakfast or snack menu. Enriched cookies may not be served as bread equivalents at breakfast, lunch, or supper.

Description of Food Components

Other Foods

Other foods which are not a part of the meal pattern requirements may be served at all meals to improve acceptability, satisfy the children's appetites, and, if wisely chosen, to increase the nutritional quality of the meal.

A serving of butter or fortified margarine may be used as a spread for bread or as a seasoning in food preparation, providing additional calories and vitamin A, as well as enhancing flavor and increasing acceptability.

Desserts served at lunch and supper may assist in meeting nutritional needs. For example, cakes and other baked products made from enriched flour supply iron and B vitamins. Ice cream and other desserts made from milk furnish calcium as well as other nutrients. Enriched or whole-grain products such as enriched macaroni, rice, noodles, and spaghetti served at lunch or supper not only add variety to menus but also furnish minerals, vitamins, and calories. Bacon, jams, jellies, honey, and syrup may be served occasionally at breakfast to add variety. Their contribution, however, is primarily calories.

Points to Remember

The following points should be remembered in planning menus to meet meal patterns:

*Cheese and luncheon meats may be used in combination (1 ounce of cheese and 1 ounce of meat) to meet the meat or meat alternate requirement.

*Serving 2 tablespoons of peanut butter and 1 ounce of meat or cheese is another way to meet the meal requirement. Peanut butter may be served with soda crackers, graham crackers, or on white or whole wheat bread. When the peanut butter is served on eight soda crackers, three graham crackers, or on at least one slice of bread, the bread requirement will also be fulfilled.

*Full-strength juices may be credited as part of the vegetable/fruit requirement. Although only one-fourth cup of juice may be credited towards the three-fourths cup requirement, the suggested serving size for juice is one-half cup.

*A blend of full-strength juices may be used, such as orange and grapefruit.

*Two fruits or vegetables may be used as the vegetable/fruit requirement, but they must be two different kinds--such as apples with oranges, plums with bananas, tomatoes with green beans, and potatoes with carrots.

*Two forms of the same vegetable or fruit, such as a whole orange and orange juice, cannot be served in the same meal and counted as the three-fourths vegetable/fruit requirement. Variety of vegetables and fruits is necessary to ensure a nutritionally well-balanced meal.

*Potato chips and sticks, catsup, jams, and jellies cannot be counted as vegetables or fruits. They may be served only to add appeal to menus.

*Macaroni products, noodles, and rice may not be counted towards meeting the vegetable/fruit or bread requirements.

*Sweet-type foods such as cake and pie crust, which are customarily served as dessert items, cannot be counted as bread requirement.

*Snack-type foods such as popcorn, hard pretzels, corn chips, and other extended or shaped items made from grain cannot be counted as bread.

*Small amounts of onions, pickles, relish, and other extras used as garnishes or for appeal should not be credited toward the vegetable/fruit component.

*Cookies may not be used for the bread requirement at breakfast, lunch, or supper.

*Doughnuts may not be counted towards the bread requirement at lunch, supper and snack.

Recordkeeping Requirements

Retention of Records

All records must be kept for 3 years after the end of the fiscal year in which the program operated. For example, records for the summer of 1978 must be kept until October 1, 1981. If any audit findings are still not resolved by the end of the 3-year period, the records must be kept as long as required to resolve all questions raised by the audit. These records must be readily available, upon request, to auditors and representatives of the administering agency or USDA. An organized filing system that permits rapid access to required records should be established.

Recordkeeping Requirements

Types of Records

To justify claims for reimbursement, the following records must be maintained:

*Participation figures

*Food service costs

*Labor costs

*Equipment and space costs

*Menu records

*Other costs

*Administrative costs

*Program income

Detailed information on each of these categories is included in this section. Some costs may require advance approval from administering agencies. All claimed costs must be documented. Failure to maintain adequate records may result in less reimbursement than anticipated. A checklist of all records that must be kept is included in section 5.

Daily Site Records

Daily site records must be based on actual counts taken at each site. Suggested site record forms are included in section 5. Site records must include:

*Count of children in attendance at each site.

*Count of meals prepared or delivered, by type (breakfast, snack, lunch, supper).

*Count of complete meals served to eligible children, by type.

*Count of meals served to adults, by type.

Non-allowable Reimbursements

Reimbursement may not be claimed for:

*Meals served to non-program adults.

*Meals that do not meet meal requirements.

*Meals not served as a complete unit.

*Meal patterns or types not approved by administering agencies.

*Meals served at sites not approved by administering agencies.

*Meals consumed offsite.

*Meals served outside of approved time frames.

*Meals served to ineligible children in camps (those not meeting the family-size and income guidelines for free or reduced-price school meals).

Food Service Costs

The allowable food service costs are the cash payments made by the sponsor for the preparation and service of meals. These costs include food, labor, nonfood supplies, and equipment and space for the food service. An expanded explanation of each of these costs is presented in the following paragraphs.

Food Costs

Food costs include the following:

*The cost of purchased food used. These costs must be based on inventory records. They do not include the value of USDA-donated foods.

*The cost of processing, distributing, storing, and handling any food purchased for or donated to the program. These costs must be supported by invoices and receipts.

*The cost of unitized meals purchased from a vendor and served to children. These costs must be supported by delivery receipts and invoices.

*Food service cost in camps (food service cost for meals served to ineligible children in camps may not be claimed). Only costs for meals served to eligible children may be claimed. Eligible food service cost can be determined by applying the percentage of eligible children to the various food service costs categories.

Labor Costs

Labor costs are limited to wages and related expenses paid for time spent in the food service operation at the site level and in central food preparation areas operated by the sponsor. Only time spent in activities related to the Summer Food Service Program for Children and paid for by the sponsor may be counted as a labor cost. These costs must be supported by payroll and time and attendance records reported to the administering agencies. Time records may be included

Recordkeeping Requirements

on site records (see section 5 for sample forms). Labor costs include the following:

*Gross wages paid to personnel involved with preparing and serving meals, including clean-up.

*Gross wages paid to site personnel for supervision during delivery of food and during meal service.

*Meals provided at no cost to site staff members, if authorized by the administering agency.

*The employer's share of social security taxes and unemployment compensation.

*Allowable fringe benefits provided to employees by the sponsor.

Nonfood Supplies

Nonfood supplies must be directly related to the food service program. Invoices and receipts for supplies received must be kept on file. Nonfood supplies include such items as:

*Paper goods, straws, and disposable dishes and eating utensils.

*Dishwashing and cleaning supplies.

*Food wraps and food storage containers.

Equipment and Space

Equipment and space costs must be supported by invoices, receipts, and rental agreements. They include:

*Rental of equipment used in preparation and serving of food.

*Minor repairs to food service equipment (only if equipment is listed on approved equipment list).

*Rental of food preparation and cafeteria facilities approved in advance by the administering agency.

*Charges for opening and closing school food service facilities.

*Charges for usage of food service equipment owned by the sponsor and approved in advance by the administering agency.

*Utilities for food service facilities and garbage removal fees.

Administrative Costs

Definition of Administrative Costs

Administrative costs include, within reasonable limits set by the administering agency, cash expenditures for planning, organizing, and managing the food service program. These costs must be substantiated by appropriate invoices, receipts, rental agreements, payroll and time records, reports to Federal and State governments, and mileage records. Only time spent in activities related to the administration of the food service program and paid for by the sponsor may be counted as administrative costs. Although some activities may overlap, the following list of possible administrative costs should be helpful.

Planning Costs

Planning the program may include costs for:

*Time and travel expenses related to site visits.

*Assessing community needs and support.

*Developing budget and staffing plans.

*Preparing documents required by the administering agency.

*Negotiating a written agreement with the administering agency.

Organizing Costs

Organizing the program may include costs incurred in:

*Hiring and training employees.

*Procuring facilities and equipment.

*Negotiating contracts with food service management companies or agreements with local schools.

Managing Costs

Managing the program may include such costs as:

*Salaries of administrative personnel and of secretaries, accountants, and other personnel necessary to support administrative activities.

*Rental of office space and equipment.

*Communication expenses, including telephones.

*Office supplies.

Administrative Costs

*Transportation expenses incurred by monitors when reviewing site operations.

*Audits by CPA firms or independent State or local government accountants and legal fees.

*Insurance and indemnification premiums.

Unallowable Costs

Costs that are not allowable under any category include:

*Costs of purchasing land, acquiring or constructing buildings, or making alterations to existing buildings.

*Costs of purchasing nonexpendable equipment, whether food service, office, automotive, or any other kind of equipment or costs of repairs to any equipment that materially increase the value or useful life of the equipment.

*Use allowance for buildings or any kind of equipment except food service equipment, and use allowance for food service equipment that is not specifically permitted in the sponsor's written agreement with the State agency. No equipment purchased with Federal assistance may have a use allowance applied. Use allowances may not be applied to idle equipment.

*Fees, when such fees are credited to the final purchase price of equipment or space, which result from written or verbal contractual arrangements for mental-purchase or lease of equipment or space with an option to purchase. Rental fees claimed by a sponsor for equipment owned by that sponsor or sub-elements of its organizations, or other rentals not provided for in the budget or written agreement.

*Value of donated food, cash, labor, space, and land used, except that a use allowance can be authorized on donated non-expendable equipment.

*Administrative costs not included in the approved sponsor budget, or amendments subsequently submitted and approved.

*Food service costs in sponsoring organizations qualifying as camps, for meals served to children who are not eligible to receive their meals free or at a reduced price during the regular school year.

*Interest or other financial costs.

- *Costs or proration of costs which result from the sponsors maintenance of a legal staff nor legal expenses for prosecution of claims or other legal actions against the Federal government or the State agency responsible for disbursement of program funds to the sponsor.

- *Fines and penalties.

- *Bad debts.

Income

Income accruing to the food service program includes all funds received from State, local, and other sources except program advances or reimbursement. These funds must be designated specifically for the food service program. Records reflecting income may include deposit records, voucher stubs, or receipts. Sources of funds earmarked for food service and counted as income include:

- *Monies received from Federal, State, intermediate, or local governments.

- *Income from sale of meals to adults.

- *Cash donations or grants from benevolent organizations or individuals.

- *Interest earned on Federal advance payments and start-up payments. (Such interest will be deducted from the amount due to the sponsor and returned to the Federal government.)

Reimbursement Procedures

Reimbursement Claim Form

The sponsor must regularly collect data from all sites on the number of meals by type served to children. All this data has to be compiled and included on the monthly reimbursement claim form.

In addition, the sponsor must compile information on the cost of food used during the month, the cost of labor, and other costs directly related to the food service, as well as those which relate to the administration of the food service program. These costs also go on the claim form.

Finally, the amount of income accruing to the program must be calculated and put on the claim form. Then the form must be signed and sent on to the administering agency.

Reimbursement Procedures

Reimbursement Rates

The amount of reimbursement to be paid to the sponsor is determined by the administering agency. It is calculated in the following manner and based on the rates as indicated. As of March 1, 1978, the following rates are in effect:

*For a lunch or supper, 92.75 cents.

*For a breakfast, 51.50 cents.

*For a snack, 24.25 cents.

Estimating Reimbursement

The following steps illustrate how the sponsor can estimate the amount of reimbursement due him or her:

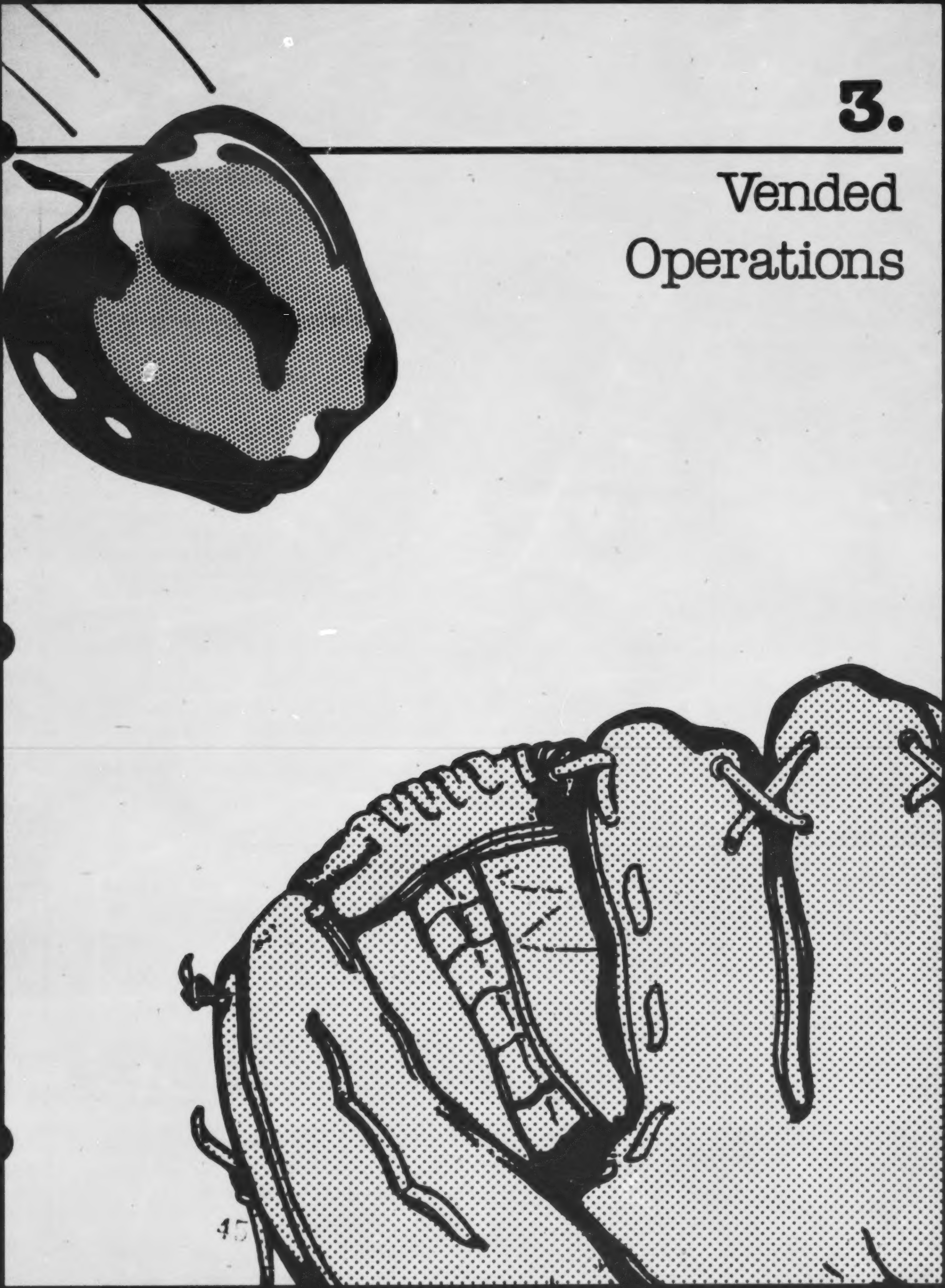
1. Reimbursement for net program costs is computed by multiplying the number of meals, by type, served to children times the applicable reimbursement rates for net program costs. This dollar figure is compared to the cost incurred for costs of food service, less any income accruing to the program. The lesser amount is the reimbursement for which the sponsor is eligible.

2. The total reimbursement for administrative costs shall not exceed the lesser of: (1) the approved administrative budget and any amendments to it as approved by the administering agency or (2) the actual amount incurred for administrative costs, or (3) the per-meal administrative rates times the number of meals served by type to eligible children.

3. The lesser amounts from steps 1 and 2 are combined for a potential reimbursement figure. This amount minus any start-up and advance payments will be paid. If any interest was earned on start-up or advance payments, the interest will be deducted from the sponsor's reimbursement check and returned to the Federal Treasury. Detailed worksheets to assist in calculating anticipated reimbursement are included in section 5.

3.

Vended Operations



Selecting a Vendor

Selecting a Vendor

Reasons for Using a Vendor

Generally, onsite preparation of meals means better quality, better control, and better acceptance by the children. However, several factors should influence a sponsor's decision to employ a commercial vendor. These may include the cost of producing the meal onsite, the large number of meals required, limited personnel or transportation for delivery of meals, a type of site unsuited to meal preparation, or a large number of sites spread over a wide geographical area.

Using School Food Service Facilities

Before inviting vendors to bid on a program, sponsors must contact their local school food service authority about the possibility of using school facilities to prepare meals, or of obtaining meals under agreement from a school. Local public or private schools are usually a good meal preparation source since they do volume preparation and are accustomed to preparing meals which meet USDA requirements. When exploring a school meal service, sponsors should consider whether an adequate delivery service to sites can be established which will not be prohibitive in cost, yet will meet local health and sanitation requirements. Sponsors able to utilize local school food service facilities must enter into a written agreement with the school.

Using Commercial Vendors

If contracting with a local school is not possible, contracting with a vendor (or other commercial enterprise) for the preparation and delivery of meals may be considered. In fact, a sponsor may employ a food service management company to operate its entire food service. The sponsor remains, however, legally responsible for seeing that the feeding operation meets all requirements specified in the agreement signed with the administering agency.

Vendor Registration

Only vendors registered with the administering agency may be used. A list of registered vendors should be obtained from the administering office as soon as possible.

Contract Procedure

Sponsors entering into a contract with a vendor must use the standard form of contract established by the administering agency. The standardized contract protects both sponsor and vendor. Sponsors which are public institutions, sponsors desiring to contract only for the management of the program, and sponsors whose contract with a vendor will not exceed $10,000 may use their own form of contract if the contract is submitted and approved by the administering agency. The importance of the contract procedure should not be underestimated. The competitive bid procedures are very strict and are required of sponsors whose contracts will exceed $10,000. If these procedures are not adhered to, the program may be terminated and future participation seriously jeopardized. Careful planning at every stage of the contract procedure will ensure that the sponsor can provide a quality meal service with enough flexibility to draw high participation all summer.

Bid Procedure

Bonding

All sponsors contracting for $10,000 or more must adhere to the bid requirement and procurement standards set forth in the regulations governing the program. The objective of these rules is to ensure maximum open and free competition. If the proposed contract is for more than $100,000, at the time the bids are submitted, a bid guarantee from each bidder equivalent to 5 to 10 percent of the bid price as stipulated by the sponsor is required. The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid. This acts as assurance that the bidder will, upon acceptance of his bid, complete the required contractual documents within the time specified. (Vendors must obtain bid bonds from surety companies listed in the current Department of Treasury Circular 570.)

Unitized Meal Delivery

Bid specifications must ensure the quality of meals and must restrict bidders to vendors who will themselves assemble unitized meals, with the exception of milk. This means that all components of each individual meal must be assembled as a unit by the vendor. Milk, however, may be delivered separately. Requests for exceptions to unitizing certain components of a meal may be submitted in writing to the administering agency. Examples of exceptions would include fruit or vegetable juice and a meal combining hot and cold components. Such things as bulk delivery to sites may not be allowed as an exception to the unitized meal requirement. Vendors may wish to secure certain food items from commodity distributors. This is permissible as long as the vendor assembles unitized meals for delivery to the site. The purchase of products, such as sandwiches or fruit-filled bakery specialties which meet more than one of the meal component requirements, is also permissible when delivered to sites in unitized meals. This unitized meal requirement does not apply to snacks.

Bid Procedure

Subcontracts

A vendor may not subcontract with another company for the total meal, with or without milk, or for the assembly of the meal. The variation between contracted and subcontracted meal prices is an unnecessary expense which contributes nothing to program goals. Furthermore, subcontracting places the company immediately responsible for the quality and supply of meals beyond the direct contractual control of the sponsoring organization.

Bid Procedure

A competitive bid procedure must be conducted if the proposed contract will total more than $10,000. The standard bid procedure consists of the following basic steps, which are further clarified in the paragraphs below:

1. Publishing an announcement of the proposed contract,

2. Supplying all companies which respond with bid specifications.

3. Opening the bids publicly.

Invitation to Bid

Sponsors must adhere to the following requirements when inviting bids for food service:

* The invitation to bid cannot specify a minimum price.

* The invitation to bid must contain a cycle menu approved by the administering agency upon which the bids shall be based.

* The invitation to bid must contain food specifications and meal quality standards approved by the administering agency upon which the bid shall be based.

* The invitation to bid must not specify special meal requirements to meet ethnic or religious needs, unless it can be demonstrated that such special requirements are required for the children to be served.

* The invitation to bid cannot provide for loans or any other form of monetary value or term or condition to be made to sponsors by vendors.

* Nonfood items must be excluded from the invitation to bid, except where such items are essential to the conduct of the food service (such as condiments-salt, pepper, spreads; eating utensils; and napkins).

* A copy of the health certification on the proposed food preparation facility must be submitted by the vendor with each bid.

Bid Procedure

Meal Specifications

Because the specifications of the invitation to bid must contain a cycle menu on which vendors must bid, sponsors will need to carefully plan a series of quality meals which will be appetizing and meet all requirements listed in section 2 of this handbook. Sponsors are not restricted to the minimum requirement, however. The meal pattern may be improved to increase the variety and appeal of menus and meet any particular nutritional needs of the children. Specifications should be so worded and in such detail that all bidders will have an equal chance to compete on the same menu. The specifications should also indicate under what conditions substitutions may be made by the vendor if, during the course of the program, certain specified foods are unavailable or become prohibitive in price. (Cycle menus lasting 2 or 3 weeks are one way to provide variety and avoid repetition in food service. A sample 15-day cycle of sandwich menus is included in section 5 of this handbook. Cycles of hot meals are also illustrated there and sponsors may find it advantageous to familiarize themselves with the contents of section 3, "Onsite Preparation" before attempting to plan a menu cycle. For additional assistance in menu planning, contact the FNS Regional Nutrition and Technical Services Staff or the administering agency. Local members of the Cooperative Extension Service, American Dietetic Association, American Home Economics Association, or dietetic interns are also available to help in menu planning.) Potential bidders may not participate in preparing the meal specifications.

Public Announcement

Sponsors should follow State or local laws regarding the announcement of the proposed contract. Regulations require that in the absence of any State or local law, the announcement of the proposed contract be published no less than 14 days prior to the opening of the bids. Sponsors should advertise the contract for bid in the newspaper with the largest circulation in the area. Administering agencies may require that the sponsor submit the entire newspaper page containing the advertisement from each paper in which it appears.

Sponsors may also be required to send a letter announcing the contract to the largest local school food authority, and to submit a copy of this letter to the administering agency. If the sponsor chooses to send additional letters of announcement, a complete list of recipients, together with a copy of the form letter may be required by the administering agency. The administering agency also may wish to require submission of a list of all companies that requested bid specifications. Administering agencies may want photocopies of all bids received by the sponsor.

Awarding Contracts

Bid Openings

Sponsors shall follow State or local laws regarding bid openings. Regulations require that in the absence of any State or local law, all bidders be invited to the opening of the bids, and that they be informed of the time and place no less than 5 days in advance of the event. This may be done in the advertisement. A representative of the administering agency may also attend the opening. The administering agency should be notified at least 14 days prior to the opening of the bids of the time and place.

Acceptance of Bids

All bids totaling $100,000 or more must be submitted to the administering agency for approval before acceptance by the sponsors. All bids in an amount which exceeds the lowest bid by 2 cents per meal or more must be submitted to the administering agency for approval before acceptance.

Selection Criteria

The sponsor must make available to the administering agency copies of all bids received and the reason for selecting the food service management company chosen. Contracts may be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed contract and are registered with the State.

Sponsors should take many factors into consideration before awarding contracts. These include the vendor's performance in past feeding operations, cost per delivered meal, ability to meet all the specifications in the invitation to bid, ability to increase or decrease meal deliveries within a reasonable time frame, proximity of vendor's preparation facility to sites being served, use of refrigerated delivery trucks, and ability to meet local health and sanitation requirements. Sponsors should also consider contractor integrity, financial and technical resources, and accessibility to other necessary resources. These are the standards administering agencies use in their evaluation of the sponsor's selection.

Awarding Contracts

Standard Contract

The bidding and contracting must conform to the standards listed in regulations. These regulations mandate that administering agencies require the use of a standard contract by all sponsors under their jurisdiction whose meals will be provided by a vendor. This "Solicitation/Contract" is available from the administering agency. Alteration or additions by sponsors are subject to prior approval of the administering agency. A copy of program regulations must be affixed to both the sponsor's and the vendor's copy of the contract to assure that both are aware of program requirements.

This standard "Solicitation/Contract" serves a dual purpose since it contains all the information a bidder needs to make an offer and also tells him how to submit the actual bid. The sponsor must complete certain attachments to the "Solicitation/Contract" so that bidders will know exactly what the specifications of the bid include. One attachment is a list of proposed site names, addresses, delivery locations, and times. With this information a bidder can estimate the cost of delivery and the feasibility of meeting the sponsor's requirements. A second attachment is at least a 10-day cycle menu with complete specifications on types and amounts of food desired in each unitized meal. The sponsors must reject all offers which do not meet specifications.

Other Contract Provisions

In addition to the provisions of the standard contract given above, the sponsor/vendor contract must expressly provide that:

* The vendor will maintain such records (supported by invoices, receipts, or other evidence) as the sponsor will need to meet program responsibilities and will report to the sponsor at the end of each month, as a minimum.

* The vendor must have State or local health certification for the facility in which it is preparing meals for use in the program and will ensure that all health and sanitation requirements are met at all times.

* The vendor must provide for periodic inspection of the meals being served by local authorities or independent agencies to determine bacteria levels. These levels must conform to the standards applied to other establishments in the area. Results of these inspections must be submitted directly to the administering agency.

* The vendor must certify that it is familiar with the regulations attached to the contract.

* The books and records of the vendor pertaining to the sponsor's food service operation will be kept for a period of 3 years from the date of receipt of final payment. These records must be available for inspection and audit by representatives of the administering agency, of USDA, and of the United States General Accounting Office at any reasonable time and place.

Awarding Contracts

* Unitized meals will be delivered in accordance with the delivery schedule prescribed in the contract.

* Increases and decreases in the number of meal orders may be made by the sponsor as needed within a period of prior notice mutually agreed upon. (A minimum period of 24 hours notice is specified in the standard contract.)

* No payment will be made for meals that do not meet meal pattern requirements, are spoiled, are delivered to non-approved sites or for meals which are delivered to approved sites outside of the agreed upon delivery time, or otherwise do not meet USDA requirements and meal quality standards and food specifications as specified in the contract.

* Remedies for nonperformance are stipulated in each contract.

* Copies of all contracts between sponsors and vendors along with a certification of independent price determinations must be submitted to the administering agency prior to the beginning of program operation. A sample of the certification may be found in section 5.

* Each vendor entering into a food service contract for over $100,000 with a sponsor must obtain a performance bond in an amount determined by the administering agency, but no less than 10 percent nor more than 25 percent of the value of the contract. Sponsors must require the vendor to furnish a copy of the bond within 10 days of the awarding of the contract. (Vendors must obtain performance bonds from surety companies listed in the current Department of the Treasury Circular 570.)

Reduced Participation Adjustments

Actual participation under a given sponsorship sometimes varies from the estimate which appeared in the bid specifications, and upon which the contractor based his bid. A sizable discrepancy between estimated and actual participation could increase or decrease the vendor's unit production cost. Therefore, there is usually a provision for adjustment of meal prices to be paid by the sponsor.

Financial Responsibility

The administering agency is not responsible for the performance of either party to the contract unless it relates to program requirements. Each request for an exception to the administering agency's standard contract must be approved by the administering agency. The vendor and the contractor should understand that the sponsor is responsible for paying vendors for meals delivered in accordance with the contract. Administering agencies and USDA are not parties to such contracts, and Federal reimbursement is based solely upon program performance.

Delivery and Service at the Site

Daily Meal Adjustments

Sponsors with experience in the summer program are aware that their job is not over when they sign a contract for food service. In fact it is only beginning. Constant monitoring of the food service at sites is necessary to ensure that meal quality remains high and that problems which arise during the course of the summer are solved quickly and routinely.

Attendance at sites will probably decrease during the summer, especially if there is no organized activity at a site other than the food service. Sponsors need to remind site supervisors often of their responsibility to report changes in site attendance and to take whatever steps are needed to adjust meal delivery, up or down. The sponsor may be able to anticipate certain fluctuations in attendance (such as local events which may interfere with site participation) and make arrangements with the vendor in advance. For example, a consistent drop on each Friday could be handled by reducing the number of meals delivered on that day only.

If possible, meals can be transferred from a site with an excess to a site with a shortage. Monitors should be aware of procedures for handling excess meals in order to assist site supervisors in making transfers or other arrangements. In addition, the delivery schedule must be structured to ensure that all meals are delivered within 1 hour of the meal service if there are no adequate storage facilities.

Sanitation Requirements

Sponsors should discuss all sanitation requirements with the vendor before signing the contract and again during the operation of the program. Food poisoning, though infrequent, is serious. It is the sponsor's duty to ensure that site personnel are trained on the topic of proper sanitation and food handling at their sites. Most vended meals are packaged in such a way as to prevent contamination. Thus, the greatest danger usually results when meals are held for too long or are under improper temperature control.

Delivery and Service at the Site

Site personnel should know the following:

* Persons who handle food are required to wash hands thoroughly with soap and water before handling food, after visiting the restroom, after coughing, sneezing, or blowing nose, and after handling garbage. Food handlers should keep finger nails short and clean and should wear hair nets when handling or serving foods.

* Hot foods must be kept hot (above 140° F) and cold foods kept cold (below 45° F). Foods should not be held for more than 2 to 3 hours at temperatures between 60° and 125° F. This holding time includes all time during preparation, unrefrigerated storage and transporatation, and service. Fillings or sandwiches held longer should be discarded.

* Containers, covers, and other barriers should be used to prevent foods from becoming contaminated.

* Handling foods quickly helps keep them at desirable temperatures.

* If necessary, cold sandwiches may be stored 12 to 24 hours at temperatures under 45° F if allowed by local health authorities.

* If the sponsor transports meals to sites, he should move them rapidly and in refrigerated trucks. Meals must be served immediately, or be refrigerated until served.

* Meals should never be stored in direct sunlight or directly on the ground.

Inclement Weather

Before starting a program, sponsors should plan a system for meal service during bad weather or a system to cancel meal service at those sites without adequate facilities to deal with inclement weather. Site personnel must be well-trained on this aspect of their responsibilities.

Daily Records

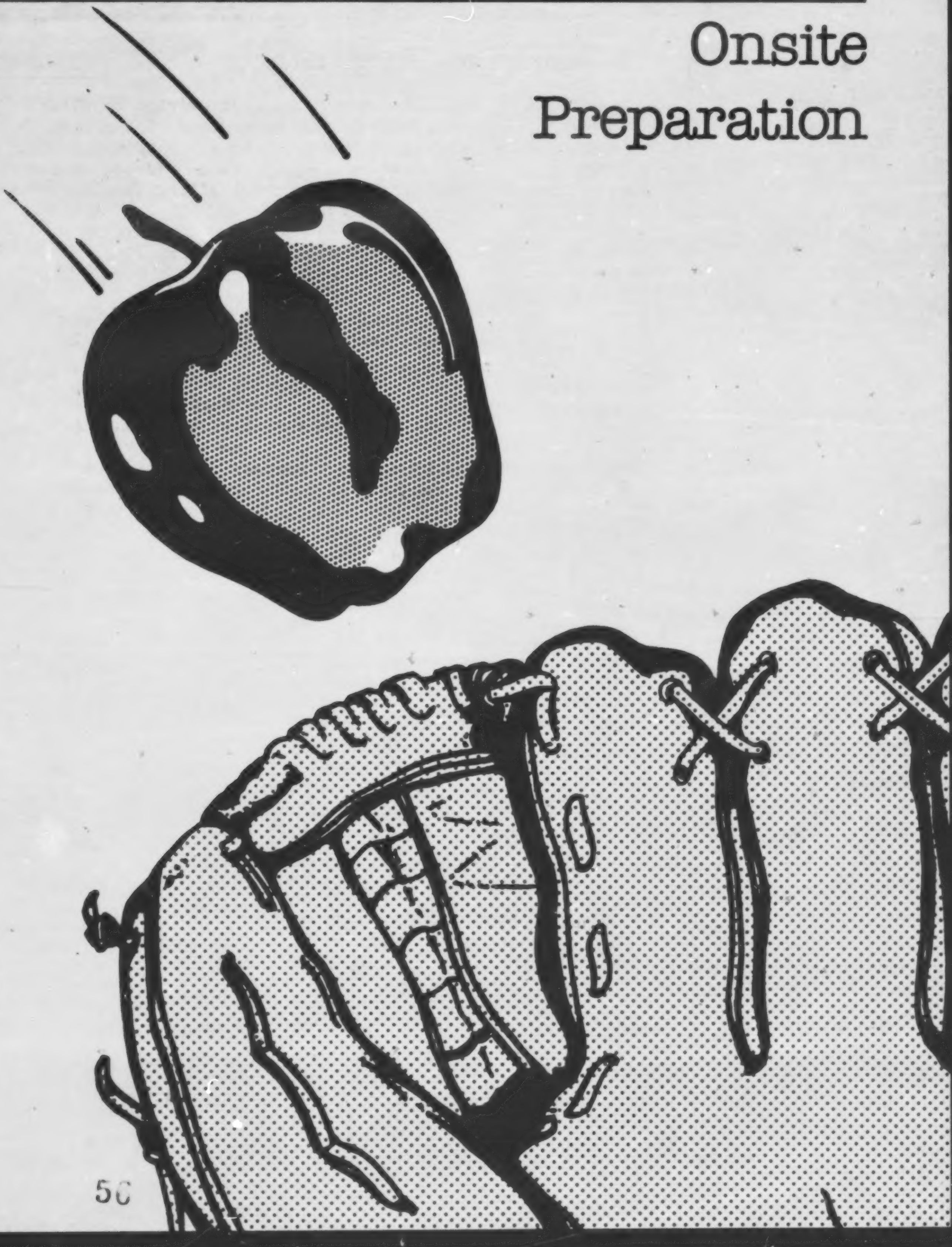
Sponsors should be aware, throughout the planning stages and during the summer, that complete and accurate daily records at the site level are the only ways to document program performance and guarantee reimbursement.

Delivery and Service at the Site

Receipts furnished by vendors on the number of meals delivered to sites do not by themselves constitute evidence for reimbursement. Accurate signed daily reports by site supervisors which account for all categories of meals served are the sole basis for reporting number of meals served.

4.

Onsite Preparation



Selection of the Food Service Facility

Selection of the Food Service Facility

Sponsor Duties

The sponsor must carefully select the food service facility to be used for onsite preparation. Regardless of the type of facility selected (school, camp, church, community building, etc.), there must be adequate space and equipment available for meal preparation, and the facility should comply with local health department codes.

The responsibilities of the sponsor in selecting sites include:

* Visiting all sites to certify that the sites have the capability and the facilities to serve the anticipated number of children.

* Visiting all sites to examine the food service equipment available. Because of the many variables in sites, it is impossible to give the exact type and quantity of equipment that will be needed. However, the chart on the following page can be used in determining whether or not equipment available is adequate, provided that significant variables (such as menu, number of meals to be served, etc.) in the operation are considered. The sponsor should also determine the condition of equipment and who will be responsible for maintenance and repairs.

* Checking to see that the facility has or can obtain the required health department certification. (The local health department can assist in planning for compliance with all State and local rules and regulations.)

Selection of the Food Service Facility

Equipment	Number of Children			
	1 to 50	51-100	101-200*	201-300*
Range	1 range 30" domestic OR 30-36" commercial	1 range 30-36" commercial	1 range 30-36" commercial (2 if over 150)	2 ranges 30-36" commercial OR 1 range 60" or larger (2 ovens) commercial
Refrigerator	single section domestic (18 cu. ft.) OR commercial (20-25 cu. ft.) reach-in OR any size walk-in	double section commercial reach-in (40-50 cu. ft.) OR any size walk-in	double section commercial reach-in (40-50 cu. ft.) OR any size walk-in	triple section commercial reach-in (60-75 cu. ft.) OR any size walk-in
Freezer	same as above	same as above	same as above	same as above
Mixer w/ Attachments (veg. slicer, meat & food chopper)	10 quart	10 quart	20 quart	20 quart
Work Tables (Allow 4 linear ft. per worker) Countertops can serve as worktables	1 table 6 - 8 ft.	1 table 6 - 8 ft.	1 table 6 - 8 ft.	2 tables 6 - 8 ft.
Sinks	1 sink 3 compartments	1 sink 3 compartments	1 sink 3 compartments	1 sink 3 compartments
Dishwasher			1 surge tank OR 1 single tank door	1 single tank door

*If the site will serve over 100, some of the following pieces of equipment should be used to supplement the minimum amounts listed above:

- Manually operated electric food slicer
- Steam-jacketed kettle
- Steamer
- Deep fat fryer
- Hot food holding cabinets
- Convection oven
- Tilting braising pan

Selection and Training of Personnel

Selection and Training of Personnel

Staffing Pattern

The first step in selecting food preparation personnel for the program is to determine how many people will be needed. The following schedule was developed as a guide in staffing a program serving lunch and snacks. A range of hours is given to indicate variations in the skill of the food preparation personnel and extent of the use of convenience foods. If breakfast is served, add 1 hour of labor for each 50 breakfasts served. If supper is served, add 4 hours of labor for each 50 suppers served.

Number of Meals	Hours of Labor	Staffing Examples
Up to 50	6 - 8	1 full-time employee
51 to 100	8 - 10	1 full-time employee 1 part-time employee (optional)
101 to 200	16 - 20	2 full-time employees 1 part-time employee (optional)
201 to 300	24 - 30	3 full-time employees 1 part-time employee (optional)

(See section 1, under "Program Planning," for additional information on staffing patterns.)

Note: Fewer labor hours may be needed for snacks than for other meal types.

Hiring

After determining the number of staff needed, the sponsor can begin hiring people based on their food service skills and experience, and their health. The type and amount of experience needed will vary with the duties to be performed. However, all food service workers should meet the health standards set by local and State health authorities and be physically equal to the often strenuous job of food preparation and service. The sponsor can also use qualified volunteer personnel when they are available.

Training Outline

After all food service personnel have been selected, it will be necessary to train them as to program operations. They should be informed of their responsibilities for maintaining necessary records and meeting meal requirements. General personnel practices, such as hours of employment, proper food service techniques, the necessity for wearing clean clothing, and requirements for hair restraints, should be included in the training as well as menu planning, food storing, purchasing, preparing, and serving.

The information in this section should be used as guidance for training sessions. Sponsors may find it helpful to duplicate the following materials from section 5.

- Serving size and yield for selected fruits and vegetables
- Food sources for vitamin A, vitamin C, and iron
- Acceptable bread and bread equivalents
- Inventory form
- Daily menu and production worksheet
- Sample menus

Additional Assistance

Personnel from the administering agency are available upon request if the sponsor wants more assistance in training its personnel. In addition, many local organizations can provide needed assistance.

Menu Planning

Advance Planning

Menus for the Summer Food Service Program for Children must be planned to include the kinds and amounts of foods required by the regulations. These requirements are outlined in section 2.

Creative menu planning calls for originality and imagination. The menu should be planned for the children, incorporating foods from their ethnic and cultural backgrounds and other foods which are usually acceptable to children.

Menus should be planned in advance--2 weeks to a month ahead of the time they are to be served. Advance planning is important as a basis for food purchasing, cost control, and scheduling food preparation. Menus should be recorded on a worksheet designed for that purpose and suited to individual needs. The quantity production records can be kept on the same worksheet.

Menu Planning

Cycle Menus

Cycle menus can provide savings in time and money, and good management control. A cycle of menus is a series of carefully planned menus, used and repeated in the same order for a definite period of time. The cycle does not always have to begin on the first day of the week and menus do not have to fall on the same day each week. A cycle of 11 days of breakfast, snack, and lunch or supper menus has been included in section 5.

Variety in Meals

Variety is the key to appetizing meals. The food served should have variety in form (cooked and raw), size and shape (round, sticks, cubed, etc.), color, texture (crisp and soft), and flavor (strong or mild, sweet or sour). Foods in forms children can manage easily, such as foods they can pick up with their fingers (vegetable sticks or wedges of fresh fruit) are best with young children.

Foods with contrasting colors, like the natural red, green, and orange colors of fruits and vegetables, add eye appeal. Colorful foods should be used in combination with those of little color. Mashed potatoes, green beans, carrot sticks, and tomato wedges make an appealing color combination. These combinations of foods, however, should be those most acceptable to children. Other things to consider include color in the foods themselves and as a garnish; texture - soft, crisp or firm textured foods; shape - different sized pieces and shapes of food; flavor - bland and tart or mild and strong flavored foods; temperature - hot and cold foods.

Special Tips in Menu Planning

Below are some tips to help the menu planner:

* Plan special menus for national holidays, children's birthdays, and other special days at the site, if possible.

* Plan to use foods in season. Most fresh fruits and vegetables are plentiful during summer months and may be more economical to serve at this time of year.

* Consider regional, cultural, and personal food preferences of children when planning menus.

* Be sure menus do not reflect personal food preferences of the menu planner.

* Plan meals that can be prepared by the employees in the allowed time.

* Plan meals that can be prepared and served with available facilities and equipment.

Situations to Avoid in Menu Planning

A good menu planner will avoid the following:

- Serving the same food on consecutive days; for example, ground beef in meatloaf on Monday and in "Sloppy Joes" on Tuesday.
- Serving the same food on the same day of the week. Every Monday should not be "soup and sandwich" day and every Friday should not be "fish day."
- Preparing two foods in the same way in the same meal.
- Preparing foods in the same way each time they are served.

Steps Involved in Menu Planning

Good menu planning goes beyond the listing of specific foods to be included daily. Recipes to be used, food costs, facilities, and personnel must be carefully considered in the planning process. Here are the steps involved in menu planning:

1. Select the specific recipes to be used in preparing the menu items and determine the serving size to be offered. Estimate the number of meals to prepare and adjust the recipes to provide the number of servings needed.

2. Calculate the amount of food required for the total number of meals to be served.

3. Estimate the total food cost of each menu item.

4. Calculate how much it costs to serve the foods as a single menu item or in a recipe. Estimates based on cost of the main ingredients, not counting cost of seasonings, are accurate enough for planning purposes. Compare the estimated cost of the menu with the food budget. If this cost is too high for the food budget, some of the foods in the menu should be replaced by less expensive ones.

5. From calculated amounts of foods needed to prepare menus, determine quantities of food to be issued from the storeroom and/or to be purchased.

6. Schedule production time and develop work schedules.

Food Purchasing

Evaluating Menus

Careful systematic planning of menus--well in advance--is a key to good management. The following checklist can be used to evaluate menus before their preparation.

Check Sheet for Evaluating the Menus	Yes	No
1. Are all required components of the meal included?	___	___
2. Are serving sizes sufficient for the age of the children?	___	___
3. Are other foods included to help meet the nutritional needs of boys and girls and to satisfy appetites?	___	___
4. Are the combinations of foods pleasing and acceptable to children?	___	___
5. Do meals include a good balance of color, texture, shape, flavor and temperature?	___	___
6. Are foods high in vitamin A, vitamin C and iron offered frequently?	___	___
7. Have children's cultural and ethnic practices been considered?	___	___
8. Are foods varied from day to day, week to week?	___	___
9. Are different kinds or forms of foods (fresh, canned, dried) included?	___	___
10. Are seasonal foods included?	___	___

Food Purchasing

Introduction

Getting the most for the food dollar takes careful planning and buying experience. Careful use of food buying power will not only help control food cost but also reduce waste and help upgrade the quality of meals. Success in food buying means getting foods of good quality in the proper quantities at the best possible prices. Quantities to buy depend on the number of children eating at the site, the menus and recipes used, the amount and kind of storage space available, inventory on hand, perishability of the food, and length of time the order is to cover.

Where to Buy Food

In deciding where to buy foods, the sponsor should do the following things:

* Check the food companies (distributors) in the area to decide which offer foods that are used frequently, which offer the service required (prompt and frequent delivery, credit, discounts), which offer quality food at a reasonable price.

* Buy from suppliers that provide the best quality food at the most reasonable prices.

* Follow a strict code of business ethics when purchasing foods for the program. Know what the food suppliers expect, and let them know what is expected of them.

What to Buy

How the food is to be used determines the form and quality that should be bought. The sponsor needs to consider the product's style, size, count, container, and packing medium. The label tells what the product is. It should be inspected before purchase and upon delivery. Whenever possible, the sponsor should purchase foods that are federally graded.

Here are some additional tips to help the sponsor decide what to buy:

* Buy federally inspected meats and poultry.

* Purchase only pasteurized Grade A milk and milk products.

* Purchase federally inspected seafoods whenever possible.

* Purchase bread and bread products that are properly wrapped or kept in paper lined containers with covers to keep bread and bread products fresh and wholesome.

* Purchase frozen foods that have been kept hard frozen. Do not accept delivery on frozen foods that are, or have been, thawed or partially thawed.

* Purchase perishable foods that have been kept under refrigeration.

Food Storage

Standards

The sponsor should provide the distributor with clear standards for each food item ordered. Once the order is received, the sponsor needs to check to see that the food meets the standards and is in good condition.

How Much to Buy

To determine how much to buy, the sponsor must calculate the quantities of food needed to serve the children eating at the site. The publication, "Food Buying Guide--Type A School Lunches," has been especially designed to help in determining quantities of food to purchase for preparing meals for 10-to-12-year-old children. The "Food Buying Guide for Child Care Centers" contains similar information for younger children. These publications and a new publication called Purchasing Pointers, which are available from the administering agency, would help those purchasing food for the Summer Food Service Program. By considering the number of servings per pound or per can for each item to be purchased, the sponsor can select the most suitable amount. He must keep in mind, however, the size of his storage facilities and buy only quantities that can be stored properly.

When to Buy

The following guidelines can help the sponsor decide when to buy each type of food. Bread and milk should be purchased daily. Perishable foods, such as meat, fish, poultry, and fresh and frozen produce, should be purchased for daily delivery, or if storage space is sufficient, two deliveries a week may be adequate. Canned foods and staple groceries may be purchased monthly or twice monthly, depending on storage space.

Records

To keep accurate records, the sponsor should record the date the food was ordered, the date it was received, its condition on arrival, the price paid, and when and how much was used. These records can be a help in planning future purchases and menus.

Food Storage

Storage Facilities

Good storage facilities, both dry and refrigerated, help keep foods safe, wholesome, and appetizing. Food products must be in excellent condition when they arrive at the receiving area and maintained in that condition until they are prepared and served. Sponsors who accept USDA-donated foods also accept the responsibility to handle and store them correctly. Failure to do so may result in either the withholding of further donations or the requiring of restitution for foods that are lost or spoiled or both. Food losses from deterioration and infestation by insects and rodents can be controlled with preventive measures.

Guidelines for Proper Storage

Guidelines for the proper storage of food include:

- Examining all food upon delivery to be sure it is not spoiled, dirty, or insect infested. Do not accept or use bulged or unlabeled cans. Do not accept frozen foods that have started to thaw.
- Storing all food off the floor on clean racks, dollies, or other clean surfaces. Pallets and dollies should be at least 6 inches off the floor to permit cleaning under them.
- Storing food at proper temperatures immediately upon delivery (0° F or below for freezer storage, 36 -45° F for refrigerated storage, and 50 -70° F for dry storage.)
- Keeping foods covered while in storage.
- Keeping storage rooms clean, sanitary, and free from rodent infestation.
- Protecting foods such as flours, cereals, cornmeal, sugar, dry beans, and dry peas from rodents and insects by storing them in tightly covered containers.
- Using foods on a "first in, first out" basis by storing foods, so older supplies will be used first.

Food Preparation

Amounts to Prepare

Serving acceptable and nutritious foods depends not only on good planning, selection, and storage, but also on preparation. The first concern for food preparation personnel is to determine how much food to prepare. This is done by examining the menu (which shows the kinds of foods to prepare and the serving size of each), determining the total number of children to be served, using standardized recipes, and becoming familiar with food yields (how many servings of what size a particular amount of food will provide). The "Food Buying Guide for Type A School Lunches" is available from administering agencies and provides a listing of food yields helpful in computing the amounts of food to prepare. In addition, section 5 of this handbook provides information on serving size and yield of selected fruits and vegetables. Sponsors which prepare food onsite should maintain daily food production records to document that sufficient types and quantities of food were prepared to meet USDA requirements for the number of meals claimed for reimbursement. A sample worksheet is included in section 5.

Food Preparation

Standardized Recipes

Standardized recipes should be used whenever possible to help determine the amounts of food required to prepare for a particular number of servings. Such recipes should be followed carefully to produce consistent results. Quantity recipes are available from many sources, including administering agencies.

Sanitation

Sanitation is one of the most important aspects of good food service. Food workers can help prevent food contamination and can keep harmful bacteria out of food by:

* Washing hands thoroughly with soap and water before handling food or utensils. Repeat after each visit to the restroom.

* Meeting health standards set by State and local health authorities.

* Not allowing food service workers with cuts, sores, colds, or other communicable diseases to prepare or serve food.

* Washing hands, utensils, and work surfaces thoroughly after contact with raw eggs, fish, meats, and poultry.

* Wearing clean uniforms and hair restraints.

* Properly cleaning and sanitizing eating and cooking utensils and equipment.

* Not touching surfaces on which food is served or surfaces which come in contact with the mouth.

* Not using cracked or chipped utensils and dishes.

* Thoroughly washing all raw fruits and vegetables before cooking or serving.

* Thoroughly cooking meats such as pork or poultry, foods containing eggs, and stuffings.

* Preparing sandwiches and salads from chilled ingredients with a minimum of manual contact.

* Using shallow pans for heating or cooking food so it will heat or cool quickly.

- Keeping hot foods at temperatures above 140° F until served.

- Keeping cold foods covered and refrigerated at 45° F or lower until served.

Food Service and Cleanup

Portion Control

To be reimbursable under the program, meals must be served as a unit which contains all of the required food items in the proper amounts. This is true whether food is served cafeteria or family style. Serving utensils which assist in measuring foods as they are served are useful in meeting these requirements (e.g., a #16 ice cream scoop makes a 1/4-cup serving). Additionally, food service personnel should be trained to recognize proper portion sizes. A sample plate containing proper amounts and the most appealing arrangements of foods can be used as a guide in portioning servings. Not only can the sample serve as a training vehicle, but it may also be used on the serving line when feasible.

Family-Style Service

Family-style service presents unique problems requiring special training for site personnel. Site and sponsor personnel must carefully monitor family-style service to see that the meals served meet program requirements and that serving personnel receive necessary followup training. It is especially important in family-style service to provide appropriate serving tools which allow for the proper portioning of food while minimizing manual contact with food.

Serving Guidelines

Even when food is ready to serve, efforts to retain food quality and avoid food contamination must be continued. In summary, the following points should be remembered:

- Foods ready to serve must not stand at room temperature longer than 1 hour.

- Foods must be maintained at correct temperatures before and during service.

- Suitable utensils should be used to reduce manual contact, with plastic gloves being used when food must be served by hand.

- Meals must be served as a unit with only one meal being served per child.

- An accurate count of the number of children and adults served must be maintained.

Cleanup

Careful attention must be given to cleaning up following food preparation and service. If disposable ware is used, (dishes, trays, utensils, glasses, etc.) the main concern is the prompt and careful removal of the disposables from the site. However, if permanent ware is used, proper cleaning and sanitizing is necessary.

Dishwashing

Whether washing dishes by hand or by machine, the procedures are the same. They include, as a minimum, the following:

1. Scraping and prerinsing before washing.
2. Washing in hot water (100° to 120° F if washing by hand, 140° F if washing by machine).
3. Rinsing with clear, hot water.
4. Sanitizing with a final rinse of at least 180° F or a final rinse containing a chemical sanitizing agent.
5. Air drying on a clean dish table.
6. Storing in a clean area, protected from contamination.

Cleaning Schedule

In addition to the cleanup of disposable or permanent ware, it is necessary to properly clean and sanitize food service facilities (equipment, floors, etc.). A cleaning schedule should be part of the overall work schedule, to assure that cleaning is done regularly.

Recordkeeping

Net Program Costs

In order to receive reimbursement from USDA for meals served under the program, the sponsor must maintain sufficient records to substantiate costs claimed. The sponsor may elect to claim payment for all or any part of net program costs (cost of food used, direct labor costs for food service, certain costs for facilities, costs of supplies received, and administrative costs as justified). Complete records must support the costs claimed. Section 2 of this handbook addresses recordkeeping requirements and provides information on allowable costs. Additional guidance can be obtained from administering agencies.

Records and Reports

The data necessary for computing the cost of food used, often the most substantial element of cost, is more extensive when food is prepared and served onsite. Records maintained to support the cost of food used should include as a minimum:

- Receiving reports.
- Purchasing invoices.
- Records of any returns, discounts, or other credits not reflected on purchase invoices.
- Inventory records that show the kinds of food items on hand at the end of a period, the quantity of each item, the dollar value assigned to each item, and the total value of the inventory.
- Records of major inventory adjustments showing the same kinds of information as inventory records.
- Records of quantities used in the preparation of meals.
- Menu records for all meals served.

Inventory

A sample inventory form has been provided in section 5. A form such as this should be used to list all food items and to determine the total value of all items on hand at the end of each month of operation. Incoming invoices should be used to determine the unit cost per item. After taking a physical count of each item on hand, multiply this number by the unit cost to get the total inventory value for each item. Adding the total inventory values for all items will then provide the value of the entire inventory, or the "ending inventory."

If there is stock on hand at the beginning of program operations, it should be inventoried and listed as "beginning inventory." Beginning inventory of a given period is the same as the ending inventory of the preceding period. "Cost of food used" is, in its simplest form, beginning inventory, plus food received, less ending inventory. Sponsors must report the cost of food used, not the cost of all food purchased.

Unused Food

Food purchased but not used for the program cannot be claimed for reimbursement. Careful planning and ordering, especially towards the close of program operations, is essential. Disposition of leftovers is to be determined by the sponsor. USDA commodities are issued for use only for the duration of the program. The commodity distributing agency must be contacted for proper disposition of unused commodites at the end of the program.

5.

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Site Selection Worksheet

Site name ____________________

Site address ____________________

Site phone number ____________________

Person to contact for use of site ____________________

Type of site:

Recreation Center __________
School __________
Church __________
Playground __________
Settlement House __________

Park __________
Residential Camp __________
Playstreet __________
Other __________

Estimated number of children the site could serve: __________

Estimated number of needy children in area: __________

Estimated number of supervisory personnel needed to adequately control the food service: __________

Is another site needed in this area? __________

Are the present facilities adequate for an organized meal service? __________

If not, comments: ____________________

____

Does site have:

Shelter (inclement weather) ________ Refrigeration ________

Cooking facilities (if applicable) ______ Telephone ________

Place to store prepared or delivered food __________

Place to store records at site __________

What types of organized activities are possible at this site? ____________________

Letter of Engagement

Sample Engagement Letter

Dear Mr.___________:

This letter will confirm the verbal understanding as to our examination of your claims for Federal reimbursement for your summer 1978 operations under the Summer Food Service Program for Children. We realize that this understanding is contingent upon your approval as a sponsor in the program.

Our examination will be conducted in accordance with standards developed by the U.S. General Accounting Office for audits of governmental programs. In order to provide a sound basis for the expression of our opinion on the fairness of your claims for Federal reimbursement, the examination will include:

1) A study and evaluation of the system of internal control to include visits to a representative sample of sites selected on a random basis to determine compliance with program regulations.

2) Tests and procedures prescribed in the U.S. Department of Agriculture Audit Guide for sponsors of the Summer Food Service Program for Children. (Audit Guide 8270.6)

3) Preparation of an audit report suitable for submission with your final claim for Federal reimbursement.

We will prepare a management letter within the first 2 weeks of commencement of program operations to evaluate internal control procedures. Recommendations and operations observations concerning these controls will be stated at that time and a copy of the letter will be submitted to you and your administering agency.

Our examination will evaluate the fairness of your claims for Federal reimbursement, but it is not designed to uncover fraud or misappropriation of funds, although if such irregularities do exist, the examination may disclose them.

Letter of Engagement

Our fees for this examination will be contingent upon the actual man-hours spent by our staff members at the going rates for comparable services, as shown below.

	Range	
	FROM	TO
Junior Accountants	$____________	____________
Semi-senior Accountants	____________	____________
Senior Accountants	____________	____________
Managers	____________	____________
Principles	____________	____________
Junior Partners	____________	____________
Senior Partners	____________	____________

Reasonable expenses incurred by us in the performance of the audit including, but not limited to, travel, typing, postage, printing, etc., shall be billed to you.

In order for us to work as efficiently as possible, it is understood that your staff will maintain the basic accounting records, including site supervisory reports, summary of site reports, and documentation to support administrative expenses.

It is also understood that for a period of 3 years after the audit the work papers of our auditing firm will be made available for Quality Peer Reviews by the United States Department of Agriculture.

Our examination shall be completed and our report submitted to you by ____________1978.

Sincerely,

Accepted by______________________________
Date____________________________________

Sponsor/Site Agreement

Name of site________________________________

Address of site______________________________

____

Administrator in charge_________________________

Telephone_________________

The person named above agrees to:

1. Serve meals to children 18 years of age and under (or persons over 18 years of age if they are mentally or physically handicapped and participating in a public school program for the mentally or physically handicapped).
2. Serve meals which meet the minimum nutritional requirements.
3. Provide adequate supervision during the meal service.
4. Maintain and submit on a timely basis such reports and records as required by the sponsor.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems in regard to the meal service.

Signed:

Administrator_________________________________

Sponsor Representative___________________________

Date______________________________________

Application for Participation

Previous edition obsolete
FORM FNS-81
(4-78)

FORM APPROVED OMB NO. 40-R3588

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

APPLICATION FOR PARTICIPATION
(SUMMER FOOD SERVICE PROGRAM FOR CHILDREN)

INSTRUCTIONS: Complete in duplicate. Submit original with an original Form FNS-81-1, Site Information Sheet, for each feeding site and for each session (if more than one is offered) which will be administered by the Applicant. If more space is needed, continue on a plain sheet of paper, numbering each item. Type or print clearly all information.

FOR FNS USE ONLY

1. AGREEMENT NUMBER

2. NAME AND MAILING ADDRESS OF APPLICANT/SPONSOR

TELEPHONE NUMBER AC..........-..............................

3. NAME AND TITLE OF ADMINISTRATOR *(Authorized Sponsor representative who will sign the Agreement, Form FNS-80)*

4. IS APPLICANT A PUBLIC ENTITY? *(If "NO" attach a copy of the letter from IRS documenting tax exempt status.)*
☐ YES ☐ NO *(Attach copy)*

5. DOES APPLICANT PARTICIPATE IN ANY OTHER PROGRAMS FUNDED BY THE FOOD AND NUTRITION SERVICE?
☐ NO ☐ YES *(Specify)*

5A. DOES APPLICANT PARTICIPATE IN ANY OTHER PROGRAMS FUNDED BY THE FEDERAL GOVERNMENT?
☐ NO ☐ YES *(Specify)*

6. IS APPLICANT PLANNING TO USE SCHOOL FOOD SERVICE FACILITIES FOR THE PREPARATION OF MEALS? *(If "NO" describe your efforts to utilize such facilities.)*
☐ YES ☐ NO *(Describe)*

6A. IS THE FOOD TO BE PREPARED AT A LOCATION OTHER THAN THE FOOD SERVICE SITES? *(If "YES" list location of food preparation site(s).)*
☐ NO ☐ YES *(Specify)*

7. ARE YOU PLANNING TO CONTRACT WITH A FOOD SERVICE MANAGEMENT COMPANY FOR THE PREPARATION OF UNITIZED MEALS?
☐ NO ☐ YES *(If "YES", and the contract will exceed $10,000, attach a copy of the wording to be used in the summary of your invitation to bid, the planned date and place of publication, and the planned date and place of opening of the bids.)*

8. IF PROGRAM PAYMENTS UNDER YOUR AGREEMENT WILL EXCEED $50,000 ATTACH A COPY OF YOUR:
   A. LETTER OF ENGAGEMENT FROM A CERTIFIED PUBLIC ACCOUNTANT
   B. SERVICE INSTITUTION ORGANIZATION CHART INCLUDING OFFICERS AND DIRECTORS, WITH NAMES. *(Identify the Administrator named in Item 3).*

9. IF APPLYING UNDER THE CONTINUOUS SCHOOL CALENDAR PROVISION, GIVE DATES OF VACATION PERIODS: *(Continuous school calendar means a situation in which all or part of the school's student body or district are on vacation for periods of 15 or more continuous school days during the period October thru April.)*

10. DID THE APPLICANT PARTICIPATE IN ANY PRIOR YEAR'S SUMMER FOOD SERVICE PROGRAM? *(If "YES", give agreement number from last year.)*
☐ NO ☐ YES *(Agreement Number)*

11. DID ANY OF THE APPLICANT'S PERSONNEL OR OFFICERS NAMED IN ITEM 17 BELOW WORK FOR A SUMMER FOOD SERVICE PROGRAM SPONSOR OR VENDOR IN PRIOR YEARS? *(If "YES", give name and address of sponsor or vendor.)*
☐ NO ☐ YES *(Name and Address)*

12. DOES THE APPLICANT PROVIDE AN ON GOING YEAR-ROUND SERVICE TO THE COMMUNITY THAT WOULD BE SERVED BY THE SUMMER FOOD SERVICE PROGRAM? *(If "YES", describe the nature of the service, the date it was instituted, and the average number of paid and volunteer workers during the six months preceding this application.)*

13. DATES OF OPERATION		14. NUMBER OF DAYS OF OPERATION	15. NUMBER OF SITES	16. AVERAGE DAILY PARTICIPATION
FROM	TO			

PAGE 1 OF 4

No Participation may be authorized unless a completed Application has been received (7 C.F.R. 225)

Application for Participation

FORM FNS-61

17. LIST SPONSOR LEVEL PERSONNEL WHO WILL BE INVOLVED IN ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM *(Site personnel should be listed on Form FNS-61-I, Site Information)*

TITLE OF POSITION (A)	NUMBER OF PERSONNEL IN THAT POSITION (B)	NO. OF HRS. PER DAY EACH EMPLOYEE INDICATED IN COL. B WILL SPEND ON PROG. (C)	SALARY PER HOUR *(Indicate Volunteers or Unpaid Workers with "V")* (D)	TOTAL SALARY FOR PROGRAM (E)	SOURCE OF FUNDS (REIMBURSEMENT, CETA, ETC.) (F)	SPECIFIC FOOD SERVICE DUTIES (G)	DATES OF EMPLOYMENT IN THIS YEAR'S PROGRAM (H)
			$	$			
			$	$			
			$	$			
			$	$			
			$	$			
			$	$			
			$	$			
			$	$			
			$	$			

18. TRAINING SESSIONS

A. NAME OF PERSON RESPONSIBLE FOR CONDUCTING TRAINING SESSIONS ON PROGRAM REQUIREMENTS

B. NUMBER OF SPONSOR PERSONNEL TO RECEIVE TRAINING

C. NUMBER OF SITE PERSONNEL TO RECEIVE TRAINING

D. DATES OF TRAINING SESSIONS

E. OUTLINE OF TOPICS TO BE COVERED

PAGE 2 OF 4

Application for Participation

FORM FNS-81

19. OUTLINE YOUR SCHEDULE FOR VISITING ALL SITES LISTED ON THE SITE INFORMATION SHEETS (FORM FNS-81-1) DURING THE FIRST WEEK OF OPERATION, AND FOR REVIEWING ALL SITES DURING THE FIRST FOUR WEEKS OF OPERATION *(If more space is needed, attach sheet(s).)*

20. PROPOSED SUMMER FEEDING ADMINISTRATIVE BUDGET: ESTIMATE ALL COSTS FOR WHICH YOU PLAN TO CLAIM REIMBURSEMENT FROM USDA. ALL SUCH COSTS MUST BE DOCUMENTED.

A. ESTIMATED OPERATIONAL COSTS	
FOOD	$
LABOR	$
NON-FOOD SUPPLIES	$
UTILITIES	$
RENT	$
RENTAL OF EQUIPMENT	$
USE ALLOWANCE ON EQUIPMENT	$
OTHER *(Specify)*	$
TOTAL ▶	$

B ★ESTIMATED ADMINISTRATIVE COSTS	
MANAGEMENT SALARIES	$
MONITORING SALARIES	$
CLERICAL SALARIES	$
RENTAL OF OFFICE SPACE	$
UTILITIES	$
OFFICE SUPPLIES	$
OFFICE BUILDING MAINTENANCE	$
USE ALLOWANCE OF FURNITURE AND FIXTURES	$
AUDIT FEES	$
LEGAL FEES	$
TRANSPORTATION	$
COMMUNICATION	$
OTHER *(Specify)*	$
TOTAL ▶	$

★PRO-RATED IF APPLICABLE, PLEASE INDICATE

C.
ESTIMATED GRAND TOTAL ▶ $
(Total Program Cost = Sum of A and B)

D. THE APPLICANT REQUESTS START UP PAYMENTS
☐ YES
☐ NO

E. THE APPLICANT REQUESTS ADVANCE PAYMENTS
☐ YES
☐ NO

FOR FNS USE ONLY
TOTAL BUDGET AMOUNT APPROVED $

21. SHOW PROJECTED INCOME FROM ALL SOURCES OTHER THAN USDA. IDENTIFY EXACTLY FOR WHAT COSTS THIS INCOME WILL BE USED *(Attach additional sheets, if necessary)*

INCOME SOURCE	INCOME AMOUNT	DESCRIBE THE COSTS FOR WHICH THIS INCOME WILL BE USED
	$	
	$	
	$	
	$	
	$	
	$	

Application for Participation

FORM FNS-81

22. DEFINE YOUR PROCEDURE FOR COLLECTING INFORMATION ON THE DAILY NUMBER OF MEALS SERVED TO THE CHILDREN, THE DAILY NUMBER OF MEALS SERVED TO ADULT SITE PERSONNEL AND THE NUMBER OF HOURS WORKED BY SITE PERSONNEL *(If labor costs will be claimed)* FROM EACH SITE. INCLUDE (A) THE FREQUENCY OF INFORMATION COLLECTION AND (B) THE METHOD USED TO COLLECT INFORMATION FROM THE SITES.

23. SPECIFY YOUR TIME LIMITS FOR CORRECTING PROBLEMS AFTER WHICH FOOD SERVICE TO A SITE OR TO THE PROGRAM WOULD BE TERMINATED AND THE METHOD OF FOLLOWING UP TO ENSURE PROBLEMS HAVE BEEN CORRECTED.

24. ATTACH COPY OF YOUR LETTER TO LOCAL HEALTH DEPARTMENT NOTIFYING THEM OF YOUR INTENTION TO OPERATE A FOOD SERVICE AT THOSE SITES LISTED ON THE ATTACHED SITE INFORMATION SHEETS (FORM FNS-81.1)

25. WHEN AND HOW WILL PUBLIC STATEMENT ON NON DISCRIMINATION BE ISSUED? *(Attach copy of statement)*

26. MANAGEMENT PLAN: IDENTIFY BY NAME AND TITLE THE PERSON(S):

A. AUTHORIZED TO APPROVE PURCHASES OR RENTALS *(Specify dollar limitation, as applicable)*

B. AUTHORIZED TO APPROVE THE NUMBER OF HOURS OF REGULAR AND OVERTIME PAY FOR EMPLOYEES.

C. RESPONSIBLE FOR RECEIVING PARTICIPATION AND COST DATA AND FOR PREPARING CLAIMS FOR REIMBURSEMENT.

D. RESPONSIBLE FOR SCHEDULING AND SUPERVISING MONITORS, REVIEWING SITE REPORTS OF DEFICIENCIES, RESTRICTING OR TERMINATING FOOD SERVICE, IF NECESSARY, AND EFFECTING CORRECTIVE ACTION.

E. RESPONSIBLE FOR COORDINATING WITH OFFICIALS TO WHOM SITE SUPERVISORS REPORT, IF APPLICABLE.

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION AND IN THE ATTACHED SITE INFORMATION SHEETS (FORM FNS-81-1) IS TRUE TO THE BEST OF MY KNOWLEDGE, THAT REIMBURSEMENTS WILL BE CLAIMED ONLY FOR MEALS SERVED TO ELIGIBLE CHILDREN AT APPROVED FOOD SERVICE SITES, AND THAT THESE SITES HAVE BEEN VISITED AND HAVE THE CAPABILITY AND FACILITIES FOR THE MEAL SERVICE PLANNED FOR THE NUMBER OF CHILDREN ANTICIPATED TO BE SERVED. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS, AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES. THE PROGRAM MUST BE MADE AVAILABLE TO ALL ELIGIBLE CHILDREN REGARDLESS OF RACE, COLOR, OR NATIONAL ORIGIN.

DATE	TITLE	SIGNATURE OF AUTHORIZED REPRESENTATIVE

PAGE 4 OF 4

Site Information

FORM APPROVED OMB NO. 40-R3588

FORM FNS-81-1
(3-78)

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

SITE INFORMATION
(SUMMER FOOD SERVICE PROGRAM FOR CHILDREN)

INSTRUCTIONS: Complete in duplicate for each feeding site and for each session (if more than one is offered) which will be administered by the Applicant. Attach one copy to Form FNS-81, "Application for Participation", retain a copy for your file. If more space is needed, continue on a plain sheet of paper, numbering each item and attach to Site sheet. A Site Information sheet must be submitted and approved before meals served at the site are eligible for reimbursement.

AGREEMENT NUMBER
(For FNS Use Only)

1. NAME OF APPLICANT/SPONSOR

TELEPHONE NUMBER **AC** .... – ....

2. NAME AND TITLE OF PERSON IN CHARGE AT SITE *(if known)*

3. NAME AND ADDRESS OF FOOD SERVICE SITE

TELEPHONE NUMBER **AC** .... – ....

4A. DATE OF PRE-PROGRAM VISIT BY SPONSOR REPRESENTATIVE

B. NAME OF SPONSOR REPRESENTATIVE WHO VISITED SITE

5. TYPE OF SITE

☐ A. RESIDENTIAL CAMP *(Serving 1-4 meals)*

☐ B. NON-RESIDENTIAL CAMP SITUATION *(Serving 4 meals)*

☐ C. OTHER SITE *(Serving 1-3 meals)*

6A. IF ANSWER TO ITEM 5 IS "A" OR "B", PROVIDE DATA TO DOCUMENT THE NUMBER OF CHILDREN ELIGIBLE FOR FREE AND REDUCED PRICE SCHOOL MEALS SERVICED BY THE CAMP. *(Attach source document. If data is unavailable now, it must be provided to the FNS Regional Office before submission of the Claim for Reimbursement.)*

6B. IF ANSWER TO ITEM 5 IS "C", PROVIDE DATA TO DOCUMENT THAT AT THE SITE FOR WHICH REIMBURSEMENT WILL BE CLAIMED AT LEAST ONE-THIRD OF THE ENROLLED CHILDREN ARE ELIGIBLE FOR FREE OR REDUCED PRICE SCHOOL MEALS OR THAT ALL CHILDREN PARTICIPATING COME FROM AREAS IN WHICH POOR ECONOMIC CONDITIONS EXIST. *(Attach source document. If data is unavailable now, it must be provided to the FNS Regional Office at least 14 days prior to the beginning of operation.)*

7. PERIOD OF OPERATION OF FOOD SERVICE

A. BEGINNING DATE *(Mo., da., yr.)*	B. CLOSING DATE *(Mo., da., yr.)*	C. NUMBER OF OPERATING DAYS						D. TOTAL EXPECTED AVE. DAILY PARTICIPATION
		MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTAL	

8.

TYPES OF MEALS TO BE SERVED	ESTIMATED NUMBER OF ELIGIBLE MEALS TO BE SERVED	TIME OF MEAL SERVICE		FOR FNS USE ONLY	
		BEGINS	ENDS	Approved	Disapproved
A. BREAKFAST					
B. AM SUPPLEMENT					
C. LUNCH					
D. PM SUPPLEMENT					
E. SUPPER					

9. METHOD OF MEAL PREPARATION

☐ A. USE OF SCHOOL FOOD SERVICE FACILITIES

☐ B. ON SITE PREPARATION

☐ C. CONTRACT WITH FOOD SERVICE MANAGEMENT COMPANY

☐ D. OTHER *(Specify)*

10. INDICATE GEOGRAPHIC BOUNDARIES OF AREA SERVED, UNLESS ELIGIBILITY IS ESTABLISHED BY ENROLLMENT.

11. IF ELIGIBILITY IS BASED ON AREA, GIVE THE ESTIMATED PERCENTAGE OF CHILDREN ELIGIBLE FOR FREE OR REDUCED PRICE MEALS.

12. DESCRIBE THE MEAL SERVICE AREAS INCLUDING (A) FEEDING CAPACITY, (B) SYSTEM FOR SERVING MEALS TO CHILDREN, AND (C) SYSTEM OF SUPERVISING MEAL SERVICE.

13. PERSONNEL WORKING AT SITE

Title of Position (A)	Number of Personnel in that Position (B)	Number of Hours per Day each Employee Indicated in col. (B) Will Spend on Food Service (C)	Wages per Hour *(Indicate Volunteers or Unpaid Workers with "V")* (D)	Total Wages for Program (E)	Source of Funds *(Reimbursement, CETA, etc.)* (F)	Specific Food Service Duties (G)	Dates of Employment in this Program (H)

***No participation may be authorized unless a completed application has been received* (7 C.F.R. 225)**

Site Information

FORM FNS-61.1 (REVERSE)

14. IS THERE A REGULARLY SCHEDULED ORGANIZED ACTIVITY? ☐ YES ☐ NO *(If "Yes", describe.)*

15. DESCRIBE THE PROVISIONS FOR MEAL SERVICE DURING PERIODS OF INCLEMENT WEATHER.

16. DID THE SITE PARTICIPATE IN ANY PRIOR YEAR'S SUMMER FOOD SERVICE PROGRAM? ☐ YES ☐ NO *(If "Yes", give name of sponsor and state.)*

ITEMS 17A, B AND C ARE TO BE ANSWERED ONLY IF MEALS ARE TO BE DELIVERED TO CAMP OR SITE

17A. DESCRIBE THE MEANS OF COMMUNICATION WITH THE SPONSOR WHICH WILL BE USED TO ADJUST MEAL DELIVERIES.

17B. WILL DELIVERY BE WITHIN ONE HOUR OF THE FOOD SERVICE? ☐ YES ☐ NO *(If "No", describe arrangements within standards prescribed by local health authorities for delivery and holding of meals until time of meal service.)*

17C. IF THERE IS AN EXCESS OF MEALS DELIVERED, DESCRIBE ARRANGEMENTS FOR RETURNING TO VENDOR OR STORING UNTIL THEY CAN BE SERVED. IF "NO" IF NO SUCH ARRANGEMENTS EXIST, HOW WILL MEALS BE DISPOSED OF?

***I CERTIFY** that this site has been visited and that the information on this form is true and correct to the best on my knowledge. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable state and Federal criminal statutes. The program must be made available to all eligible children regardless of race, color, or national origin.*

DATE	TITLE	SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE

Family Size/Income Statement

Dear Parent or Guardian:

The ____ serves nutritious (breakfasts) (lunches) (suppers) (snacks) as part of the federally funded Summer Food Service Program for Children. In order to be eligible for these Federal funds, we must document the number of enrolled children who are eligible for free and reduced-price school meals, following the USDA family size/income guidelines. With your cooperation, we can qualify for Federal reimbursement and keep costs to you at a minimum. Please complete and return this statement. All information will be kept confidential.

Total number in family (family is defined as a group of related or nonrelated individuals living as one economic unit)________

Names of children enrolled in this program ____________________

____

Name and address of parent or guardian________________________

____

Total family income, before deductions; include wages of all working members, welfare payments, pensions, social security, and other income

fill in one:

yearly $_________
monthly $_________
weekly $_________
every 2 weeks $_________
other $_________
(indicate)

Foster children who receive an "income" from the State or other welfare departments are considered a family of one, and that income should be applied for that child. If this is the case, please indicate child's name and income: Name_______________
Income (yearly) $__________(monthly) $___________ (weekly) $___
(every 2 weeks) $_______________ (other specify) $______

Family Size/Income Statement

If any of the following special hardship provisions apply to to your family, please indicate the cost, and summarize the reasons below:

	Yearly	or	Monthly
☐ unusually high medical bills	$ ________		________
☐ disaster or casualty losses	________		________
☐ shelter cost in excess of 30 percent of income	________		________
☐ special education expenses due to the mental or physical condition of a child	________		________

I certify that all the above information is true and correct. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes.

____
Signature of parent or guardian Date

— — — — — — — — — — — — — — — —

FOR INSTITUTION USE ONLY

☐ qualifies under guidelines ☐ does not qualify

____
Signature of reviewing official

Bid Advertisement

SUMMER FOOD SERVICE PROGRAM FOR CHILDREN

Vended Programs Contracting for Over $10,000

The (name of sponsor), (address), announces its intention of sponsoring the USDA Summer Food Service Program in (name of city). Planned operations dates are (day of week) through (day of week,) ((date) month, day) - ((date) month, day). Bids are solicited from vendors registered with (administering agency's name and address), which has the right to review all bids and contracts. Anticipated service is (number of meals by types) at (number) of sites. Bids must be received by (time, place, address). The public bid opening will be at the same time and place. Copies of the solicitation to bid may be obtained from (name of sponsor, address).

Sample Bid Advertisement

The Springfield Community Organization, 123 Main St., Springfield, announces its intention of sponsoring the USDA Summer Food Service Program in Springfield and Columbusville. Planned operating dates are Mondays through Fridays, June 15 - Sept. 9. Bids are solicited from vendors registered with (administering agency's name and address), which has the right to review all bids and contracts. Anticipated service is 500 breakfasts and 1,200 lunches daily at 30 sites. Bids must be received by noon, May 30, at 123 Main St., Springfield. The public bid opening will be at the same time and place. Copies of the solicitation to bid may be obtained from the Director, Springfield Summer Program, 123 Main St., Springfield.

Contracting for Over $100,000

(If the contract is expected to exceed $100,000, the amount of the required bid and performance bonds should be included in the advertisement.)

Certificate of Independent Price Determination

(a) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(a)(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor;

(a)(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(b) Each person signing this offer certifies that:

(b)(1) He is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or

(b)(2)(i) He is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify:

(b)(2)(ii) and he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above.

Signature of vendor's authorized representative

Title Date

In accepting this offer, the sponsor certifies that the foregoing is to the best of its knowledge true and correct and that the sponsor's officers, employees or agents have not taken any action which may have jeopardized the independence of the offer referred to above.

Signature of Authorized Sponsor Representative

(Accepting a bidder's offer does not constitute acceptance of the contract)

Agreement to Furnish Food Service (Sponsor/School)

THIS AGREEMENT is made and entered into by and between (school) and the (sponsor):

WHEREAS the facilities of the (sponsor) are not adequate for preparing and serving meals to children, while the facilities of the (school) are adequate to serve meals to children from the institution; the (school) agrees to supply unitized meals (inclusive/exclusive) of milk to the (sponsor) with and for the rates herein listed:

Breakfasts....... $____________each Lunches...........$__________each
Snacks .... $____________each Supper............$__________each

It is further agreed that the (school), pursuant to the provisions of the Summer Food Service Program Regulations, attached copy of which is a part of this agreement, will assure that said meals meet the minimum requirements as to nutritive value and content, and will maintain full and accurate records that the institution will need to meet its responsibility including the following:

1. Menu Records, including amount of food prepared.
2. Meals, including daily number of meals delivered by type.

These records must be reported to the institution promptly at the end of each month. (school) agrees also to retain records required under the preceding clause for a period of 3 years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the program available to representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of (date).

It may be terminated by notice in writing given by any party hereto the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

Agreed to this date ______________________ Sponsor official ____________
School official ______________________ Title ____________
Title ______________________
Location of food preparation center(s):

Daily Meal Service and Personnel Time Report (Lunch Only)

Daily Meal Service Report Report period________________

Sponsor

Name______________________________Telephone________________

Address____

Contact person____

Site

Name______________________________Telephone________________

Address____

Site supervisor____

Lunch

		S	M	T	W	Th	F	Sa
1.	Number of children in attendance							
2.	Number of meals received							
3.	Number of meals served to children							
4.	Extras served as seconds*							
5.	Number of meals served to adults**							

The sponsor should be notified immediately if there is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another approved site record the date, number of meals, name and location of other site.

*If you are ordering carefully, the number of extras available to you should be negligible.

**If allowed by sponsor.

Cash Received

Paying adults		Lunch cost	Total
__________	X	__________	=$__________

Supervisor's comments (account for all other meals)_________________

____

____

Daily Meal Service and Personnel Time Report (Lunch Only)

Salaried Employees (salaries paid by sponsor)

Personnel Time Report

	Hours worked in food service							Total		Hourly		Total wages
Name	S	M	T	W	Th	F	Sa	hours	x	wage	=	claimable

Site supervisor's signature ____________________

Date ____________________

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Daily Meal Service and Personnel Time Report (More Than One Meal)

Report period

Sponsor
Name Telephone
Address
Contact person

Site
Name Telephone
Address
Site supervisor

		S	M	T	W	Th	F	Sa
Breakfast	1. Number of children in attendance							
	2. Number of meals received							
	3. Number of meals served to children							
	4. Extras served as seconds*							
	5. Number of meals served to adults**							
A.M. Snack	1. Number of children in attendance							
	2. Number of meals received							
	3. Number of meals served to children							
	4. Extras served as seconds*							
	5. Number of meals served to adults**							
Lunch	1. Number of children in attendance							
	2. Number of meals received							
	3. Number of meals served to children							
	4. Extras served as seconds*							
	5. Number of meals served to adults**							
P.M. Snack	1. Number of children in attendance							
	2. Number of meals received							
	3. Number of meals served to children							
	4. Extras served as seconds*							
	5. Number of meals served to adults**							
Supper	1. Number of children in attendance							
	2. Number of meals received							
	3. Number of meals served to children							
	4. Extras served as seconds*							
	5. Number of meals served to adults**							

*If you are ordering carefully, the number of extras available to you should be negligible.

**Some sponsors may not allow the serving of meals to adults (19 years of age and over). You should have guidelines on this from your sponsor.

Daily Meal Service and Personnel Time Report (More Than One Meal)

Cash Received

	Number of paying adults		Meal cost		Total
Breakfast	____________	X	______________	=	$______________
A.M. Snack	____________	X	______________	=	$______________
Lunch	____________	X	______________	=	$______________
P.M. Snack	____________	X	______________	=	$______________
Supper	____________	X	______________	=	$______________

Supervisor's comments (account for all other meals)______________

____

____

____

____

The sponsor should be notified immediately if there is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another site or transfer some meals to another approved site record the date, number of meals, name and location of other site.

Personnel Time Report

Salaried Employees (Salaries paid by sponsor)

Hours worked in food service Name S M T W Th F Sa	Total hours	Hourly wage	Total claimable
______________________________	_____	____	_________
______________________________	_____	____	_________
______________________________	_____	____	_________
______________________________	_____	____	_________

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS; AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Site supervisor's signature________________________________

Date__________________________

Expenditures for Administrative Costs

Name of sponsor______________________________

Date____________________________________

Position	No. of people in that position		Salary		No. of hours spent on food service		Total
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	

1. Salary total ________________
2. Transportation ________________
3. Communications ________________
4. Rental of office space ________________
5. Office supplies ________________
6. Utilities ________________
7. Use allowance of furniture and fixtures ________________
8. Audit fees ________________
9. Legal fees ________________
10. Office building maintenance ________________
11. Other (specify) ________________

TOTAL Administrative costs (sum of Items 1 through 11) ________________

Worksheet for Estimating Reimbursement

1. **Maximum Reimbursement for Food service Costs For Meals Served to Children**	a. Year-to-date breakfasts		X 51.50	= $
	b. Year-to-date lunches		X 92.75	= $
	c. Year-to-date suppers		X 92.75	= $
	d. Year-to-date snacks		X 24.25	= $
	e. TOTAL(a, b, c, & d)			$
2. Actual Food Service Costs	a. Year-to-date food costs			$
	b. Year-to-date labor costs			$
	c. Year-to-date other costs			$
	d. TOTAL Year-to-date costs			$
	e. Subtract any income accruing to the program from 2d			$
	f. Net Program costs			$
3. Maximum Allowable Food Service Costs	Lesser of 1e and 2f			$
4. Maximum Reimbursement for Administrative Costs	a. Year-to-date breakfasts		X 3.75	= $
	b. Year-to-date lunches		X 7.25	= $
	c. Year-to-date suppers		X 7.25	= $
	d. Year-to-date snacks		X 2.00	= $
	e. TOTAL (a, b, c, & d)			= $
	f. Administrative monies negotiated and approved by State agency			= $
	g. Year-to-date actual administrative costs			= $
5. Maximum Allowable Administrative Costs	Lesser of 4e, 4f, and 4g			$
6. Potential Reimbursement	Line 3 and 5			$
7. Advance Payments and Start-up Payments	Document all year-to-date advance administrative and net program payments, also start-up payments received. (Interest received from these advances and start-up payments is returned directly to USDA and does not appear on the claim)			$
8. Sponsor Receives	Subtract 7 from 6			$

Administrative Mileage Record

Name____

Date	Odometer reading start	Odometer reading stop	Number of miles	Itinerary

Note: If monitors or supervisors are to be reimbursed for travel, comprehensive mileage documentation will be needed in order to claim this expense as an administrative cost. The foregoing chart is a suggested, simplified format for this recordkeeping.

Checklist for Required Records

All of these records that apply to your meal service must be maintained in a safe place, preferably in the sponsor's office.

1. Records that document eligibility for the Summer Food Service Program: In the case of camps, family-size and income data on enrolled children:

____ Approved Agreement

____ Application

____ Site Information Sheets for each site

____ Evidence to show eligibility for each site based on serving needy children, or in the case of camps, evidence to show that children are individually documented as being eligible for free or reduced-price school meals

____ Public release

____ Letter from IRS showing tax exempt status

____ Certification by health authorities for sites

____ Pre-approval site forms

____ Management plan

____ Sponsor/site agreements

____ Certification of training

____ Letter of engagement of CPA firm or independent State or local government accountant and management letter

2. Records that support the number of meals served to children:

____ Daily count of meals prepared or received

____ Daily count of meals served to children

____ Daily count of meals served to adults

____ Daily count of children in attendance at each site

3. Records that support food service costs:

____ Food inventories

____ Delivery receipts for vended meals

____ Payroll and time and attendance records for site personnel

Checklist for Required Records

4. Records that support administrative costs:

____ Payroll and time and attendance records for administrative personnel

____ Rental agreements for office equipment or space

____ Mileage records

5. Records to support income to the program:

____ Site records of cash collected

____ Receipts given for cash donations

____ Records of any other funds received for the food service program

____ Records of in-kind contributions

6. Other required records:

____ Agreement with schools to furnish meals

____ Contract with registered vendor

____ Bid procedures used

____ Records and inventories of USDA donated foods

____ Monitor's reports of site visits

____ Records of training conducted

____ Menu records

____ Quantity production records for each meal

____ Receipts, invoices, and bills for all rented or purchased items and services

____ Bank statements and deposit slips

____ Accounting ledgers

____ Sanitation and health reports

____ Audit reports

____ Certification of Independent Price Determination

CPA's Management Letter

(Must be submitted within 2 weeks after commencement of program)

Anytown Summer Food Program
100 Main Street
Anytown, USA

Dear ________________:

A study and evaluation of your summer program's accounting system and internal controls have been made in accordance with generally accepted auditing standards.

In our opinion, the internal accounting and administrative control procedures are in general agreement with procedures prescribed in Federal Regulations and the requirements of section 9.1 of the U.S. Department of Agriculture's Audit Guide for the Summer Food Service Program for Children (April 1978), except as follows:

Sincerely,

Smith and Smith Co.

Accepted by ______________________

Date ______________________________

Worksheet for Camps to Allocate Costs

Program and Administrative costs should be allocated for each camp session.

Number of eligible children	÷	Total number of children enrolled	=	Percentage factor
____________	÷	________________	=	__________________

Program Costs:

1. Percentage factor x $________________(food cost) = $__________
2. Percentage factor x $________________(labor cost)= $__________
3. Percentage factor x $________________(other cost)= $__________

4. Actual program costs (Total of 1,2,3) = $__________
5. Meals served x maximum rates x No. eligible children = $__________
6. Program costs = lesser of 4 and 5 $__________

Administrative costs

7. Budgeted administrative costs = $__________
8. Percentage factor x $__________(actual costs for administration)= $__________
9. Meals served x maximum rates x No. **eligible children** $__________
10. Administrative costs = the lesser of 7, 8, 9 $__________
11. TOTAL COSTS = 6 and 10 $__________

Monitor's Review Form — Vended Programs

Sponsor ____________________ Site ____________________

Site address ____

Date of review ____________________ Phone ____________________

Site supervisor ____

Person contacted at site ____

Average daily participation (ADP) ______________________________

Attendance on day of visit ______________________________

Time of site review ______________ to ____________________

Type of meal service review ______________________________

Day of visit	Breakfast	am Snack	Lunch	pm Snack	Supper
No. meals delivered					
Time which meals were delivered					
Time which meals were served					
No. meals served to children					
No. meals served as seconds					
No. meals served to adults					

Major Violations

	Actual Count	Type of Meal
Nonprogram adults		
Offsite consumption (children)		
More than one meal per person		
Meal pattern not met (specify)		

Check if following apply

__________ No records

__________ Incomplete records

__________ Poor sanitation

__________ Other ____________________

Monitor's Review Form — Vended Programs

Yes	No	
____	____	Does staffing pattern correspond to that listed on approved site sheet?
____	____	Has site supervisor attended training session?
____	____	Does site supervisor use site handbook?
____	____	Does site have sufficient food service supervision?
____	____	Are meals counted before delivery receipt is signed?
____	____	Are meal counts taken of meals served?
____	____	Do meals meet approved menu?
____	____	Do meals meet requirements?
____	____	Are meals checked for quality?
____	____	Is there proper sanitation/storage?
____	____	Is site following procedure established to make meal order adjustments?
____	____	Are meals served within time frames?
____	____	Does site have inclement weather provisions?
____	____	Is meal served as a unit?

Explain any "NO" answers

____

____

____

____

____

______________________ ______________________
Monitor signature Site supervisor signature

______________________ ______________________
Date Date

Monitor's Review Form — Onsite Preparation

Sponsor__________________ Site__________________

Site address__________________________________

Date of review________________ Phone__________________

Site supervisor________________________________

Person contacted at site____________________________

Approved average daily participation (ADP)________________

Attendance on day of visit__________________________

No. eligible for free/reduced price meals (camps only) ________

Time of site review____________ to ________________

Type of meal service review____________________________

Day of visit	Breakfast	am Snack	Lunch	pm Snack	Supper
No. meals prepared					
Time which meals were served					
No. meals served to children					
No. meals served as seconds					
No. meals served to adults					

*Meal

Requirement For meal	Food used	Quantity used	Allowable servings per unit	Number of Servings total	Over	Short

Other Foods__________________________________

*Refer to "Food Buying Guide for Type A School Lunches."

Monitor's Review Form — Onsite Preparation

Yes	No	
____	____	Are meals served as a unit?
____	____	Did meal meet menu as planned?
____	____	Were all requirements met?
____	____	Are all children fed onsite?
____	____	Are meals planned with one meal per child in mind?
____	____	Are meal counts taken of meals served?
____	____	Are meal production records kept?
____	____	Is required health department certification available for inspection?
____	____	Is an inventory being kept?
____	____	Are receiving reports and purchase invoices kept?
____	____	Does staffing pattern correspond to that listed on approved site application sheet?
____	____	Has site supervisor attended training session?
____	____	Are program aids being used?
____	____	Is there proper sanitation and storage?
____	____	Are meals served within time frames?
____	____	Are records of adult meals kept?
____	____	Is there documentation of children eligible for free and reduced price meals?

Explain any "no" answers:

Note plate waste if any:

Monitor signature

Site supervisor signature

Date

Date

Summary Sheet for Monitor's Review Forms

Monitor's Name ______________________________

1. Site ______________________________

Site Supervisor ______________________________

Date ______________ Site contact ______________

Problems ______________________________

____

____

____

Resolution/Recommendation ______________________________

____

____

____

2. Site ______________________________

Site Supervisor ______________________________

Date ______________ Site contact ______________

Problems ______________________________

____

____

____

Resolution/Recommendation ______________________________

____

____

____

Daily Menu and Production Worksheet

MENU	MEAL PATTERN	FOOD ITEM USED
Breakfast		
	Milk or	
	Juice or Fruit or	
	Vegetable	
	Bread or	
	Cereal	
A.M. Snack (Supplement)		
	Milk or	
	Juice or Fruit or	
	Vegetable	
	Meat	
	Bread or	
	Cereal	
Lunch		
	Milk	
	Meat or Poultry or	
	Fish or cheese or	
	Eggs or	
	Peanut Butter or	
	Dried Beans and Peas	
	Fruits (2 or more) or	
	Fruits & Vegetables	
	Bread	
P.M. Snack (Supplement)		
	Milk or	
	Juice or Fruit or	
	Vegetable	
	Meat	
	Bread or	
	Cereal	
Supper		
	Milk	
	Meat or Poultry or	
	Fish or Cheese or	
	Eggs or	
	Peanut Butter or	
	Dried Beans and Peas	
	Fruits (2 or more) or	
	Vegetables (2 or more)	
	or Fruits & Vegetables	

Daily Menu and Production Worksheet

SIZE OR DESCRIPTION OF SERVING	EST. NO TO BE SERVED	AMOUNT TO PREPARE	AMOUNT SERVED	NUMBER SERVED Children	Adults

Inventory Record

Name of site____

Inventory period____________________**Beginning inventory $**__________

Item	Purchase **unit**	Unit cost	X	Quantity on hand	=	Total inventory value

Total ending inventory $__________

Suggested Sandwich Menus - Lunch or Supper

MONDAY	Pickle loaf sandwich (2 oz. meat/bread) Mustard Carrot and cucumber sticks (1/4 cup) Canned peaches (1/2 cup) Milk (1/2 pint)	Bologna and cheese on sesame seed bun (1 oz. meat/1 oz. cheese/ bread) Shredded lettuce and tomato/dressing (1/4 cup vegetable) Orange(medium)(1/2 cup) Milk (1/2 pint)	Tunaburger on bun (2 oz. fish/bread) Tomato juice (1/2 cup-1/4 cup vegetable) Peach (medium) (1/2 cup) Milk (1/2 pint)
TUESDAY	Peanut butter & jelly sandwich (2 Tbsp. peanut butter/bread) Cheese wedge (1 oz.) Coleslaw/carrot, green pepper (1/4 cup) Banana, petite (1/2 cup) Milk (1/2 pint) Cookie - 1	Frankfurter on bun (2 oz. meat/bread Mustard, catsup Coleslaw with carrots (1/4 cup) Nectarine (medium) (1/2 cup) Milk (1/2 pint)	Cheese sandwich on wheat bread (2 oz. cheese/bread) Relishes (celery, carrot, pickle sticks, olives) (1/4 cup) Apple sauce (1/2 cup) Milk (1/2 pint)
WEDNESDAY	Hamburger on bun (2 oz. meat/bread),onion slice Mustard catsup Garden salad/dressing (1/4 cup vegetable) Fresh orange (medium) (1/2 cup) Milk (1/2 pint)	Spiced luncheon meat on wheat bread (2 oz. meat/bread) Mustard Tossed salad/dressing (1/4 cup vegetable) Raisins (1/4 cup) Orange juice (1/2 cup-1/4 cup credit) Milk (1/2 pint)	Salami sandwich (2 oz. meat/bread) Mustard Garden salad/dressing (1/4 cup vegetable) Fruit cocktail (1/2 cup) Milk (1/2 pint)
THURSDAY	Cheese sandwich (2 oz. cheese/bread) Cherry tomatoes (1/4 cup) Fresh fruit cup (1/2 cup) Milk (1/2 pint)	Turkey sandwich (2 oz. meat/bread) Mustard/mayonnaise Relishes (celery, cucumber, carrot sticks and olives) (1/4 cup) Fresh pear (medium) (1/2 cup) Milk (1/2 pint)	Fish on bun (2 oz. fish/ bread) Catsup/tarter sauce Coleslaw/green pepper (1/4 cup) Fresh plums (2small) (1/2 cup) Milk (1/2 pint)
FRIDAY	Ham on bun (2 oz. meat/ bread) Mustard Dill pickle wedge (1/4 cup) Cantaloupe wedge (1/2 cup) Milk (1/2 pint) Cookie - 1	Bologna sandwich (2 oz. meat/bread) Mustard Tomato slices (1/4 cup) Pineapple tidbits (1/2 pint) Milk (1/2 pint) Peanuts (1 oz.)	Hoagie sandwich (2 oz.) meat/cheese/1/4 cup, vegetable/bread) Banana, petite (1/2 cup) Milk (1/2 pint) Potato chips (3/4 oz.)

Suggested Menus - Onsite Preparation

	Breakfast	Snack	Lunch or Supper
Menu 1	Cantaloupe (1/2 cup) Baked scramble Egg (1) Whole wheat toast (1 slice) Milk (1/2 pint)	Milk (1/2 pint) Doughnut	Hoagie sandwich (2 ounces of meat/cheese, 1/4 cup vegetable, bread) Nectarine, medium (1/2 cup) Milk (1/2 pint) Brownie (1)
Menu 2	Banana, petite (1/2 cup) Cornflakes (3/4 cup) Milk (1/2 pint)	Tomato juice (3/4 cup) Celery sticks (1/4 Cheese toast (1 stick)	Oven-fried chicken/gravy (2 ounces meat) Mashed potatoes (1/2 cup) Green peas (1/4 cup) Biscuit/honey (1) Milk (1/2 pint)
Menu 3	Pineapple juice (1/2 cup) Muffin (1) Milk (1/2 pint)	Milk (1/2 pint) Graham crackers (3)	Hamburger on bun (2 ounces meat, bread) French fried potatoes (1/2 cup) Lettuce, onion and pickles (1/4 cup) Milk (1/2 pint)
Menu 4	Hash brown potatoes (1/2 cup) Link sausage (1) Toast (1 slice) Milk (1/2 pint)	Apricot halves (3/4 cup) Raisins, 1-1/2 ounce box (1/4 cup) Enriched cookies	Tuna fish salad on lettuce (2 ounces fish) Tomato juice, (1/2 cup) (1/4 cup vegetable) Apple, small (1/2 cup) Whole wheat bread (1 slice) Milk (1/2 pint) Potato chips, 3/4 ounce pkg.
Menu 5	Grape juice (1/2 cup) Peanut butter/ honey (2 tsp.) on whole wheat toast Milk (1/2 pint)	Milk (1/2 pint) Rice krispies (3/4 cup)	Macaroni and cheese (1/2 cup) (1 ounce cheese) Spinach (1/4 cup) with Hard-cooked egg (1/2 egg) Orange, medium (1/2 cup) Hot roll (1) Milk (1/2 pint) Oatmeal cookie (1)
Menu 6	Apple juice (1/2 cup) English muffin (1) Jelly (1 tsp.) Milk (1/2 pint)	Sliced banana (1/2 cup) in orange juice (1/2 cup) Crackers (2) Cheese (1/2 ounce)	Frankfurter on bun (2 ounces meat, bread) Baked beans (1/2 cup) Cole slaw (1/4 cup) Milk (1/2 pint) Ice cream (1 serving)

Suggested Menus - Onsite Preparation

	Breakfast	Snack	Lunch or Supper
Menu 7	Tomato slices (1/2 cup) Hard-cooked egg (1) Toast (1 slice) Milk (1/2 pint)	Milk (1/2 pint) Cinnamon toast (1 slice)	Pizza (2 ounces meat/cheese, bread) Relishes (carrot sticks, cauliflower and olives) (1/4 cup) Grapes (1/2 cup) Milk (1/2 pint)
Menu 8	Orange juice (1/2 cup) Oatmeal/raisin/brown sugar (3/4 cup) Milk (1/2 pint)	Sliced fresh peaches (1/2 cup) Milk (1/2 pint) Puffed wheat(3/4 cup)	Chicken-vegetable soup 1/2 cup (1 ounce meat, 1/4 cup vegetable) Peanut butter & jelly sandwich (2 Tbsp. peanut butter, bread) Watermelon (1/2 cup) Milk (1/2 pint)
Menu 9	Applesauce (1/2 cup) Pancakes/syrup (2) Milk (1/2 pint)	Milk (1/2 pint) Bagel (1) Cream cheese (1 tsp.)	Ground beef and spaghetti (2 ounces meat) Tossed green salad/dressing (1/4 cup vegetable) Plums, 2 (1/2 cup fruit) French bread (1 slice) Milk (1/2 pint)
Menu 10	Orange section (1/2cup) Cheese toast (1 slice) Milk (1/2 pint)	Grape juice (1 cup) 1/2 peanut butter sandwich (1 tsp. peanut butter, bread)	Fish sticks (2 ounces) French fried potatoes (1/2 cup) Tomato salad/dressing (1/4 cup) Cornbread (1 square) Milk (1/2 pint) Tapioca pudding (1/2 cup)
Menu 11	Blended juice (1/2 cup) Cinnamon roll (1) Milk (1/2 pint)	Milk (1/2 pint) Enriched cookies (2)	Bean tacos, (2) (2 ounces meat/cheese, bread) Shredded lettuce (1/4 cup) Strawberries (1/2 cup) Milk (1/2 pint)

Serving Size and Yield for Selected Fresh Vegetables and Fruits

Vegetable	Size and Count	Serving Size and Yield
Carrot Sticks	Specify U.S. #1, with 1-1/8 inch minimum diameter. About 7-1/2 inches long. Six per pound. Fifty-pound mesh bag.	1 stick is 4 inches long x 1/2 inch wide 12 sticks = 1/2 cup 6 sticks = 1/4 cup 3 sticks = 1/8 cup
Cauliflower	Specify in cartons 18-24 pounds, or wirebound crates 45-50 pounds.	1 medium head = about 6 cups florets
Celery Sticks	Specify 2, 2-1/2, or 3 dozen stalks per crate. Crates weigh 65-75 pounds net.	1 stick is 3 inches long and 3/4 inch wide 8 sticks = 1/2 cup 4 sticks = 1/4 cup 2 sticks = 1/8 cup
Cucumber	Specify 2-inch minimum diameter. This information will be stamped on basket. Cucumbers will vary from 2 to 2-1/2 inches in diameter and are about 7-1/2 inches long.	
Slices	1/8 inch thick slices	8 slices = 1/2 cup 4 slices = 1/4 cup 2 slices = 1/8 cup
Sticks	Cut in thirds crosswise and then each third into fourths lengthwise for sticks.	1 cucumber = 12 sticks 4 sticks = 1/2 cup 2 sticks = 1/4 cup 1 stick = 1/8 cup
Lettuce Head (Iceberg)	Specify 2 dozen heads, weight 40-48 pounds. One piece (4-1/4" x 4-1/2").	2 pieces = 1/2 cup 1 piece = 1/4 cup 1/2 piece = 1/8 cup
Leaf	Specify 2 dozen heads, weight 18 pounds.	1 large leaf = 1/4 cup 2 medium leaves = 1/4 cup 3 small leaves = 1/4 cup
Olives, Ripe	Large	14 olives = 1/2 cup 7 olives = 1/4 cup 4 olives = 1/8 cup
Dill Pickles	Specify large size, 4 to 4-3/4 inches long, 22 to 39 count per gallon.	1 pickle = 1/2 cup 1/2 pickle = 1/4 cup 1/4 pickle = 1/8 cup

Serving Size and Yield for Selected Fresh Vegetables and Fruits

Vegetable	Size and Count	Serving Size and Yield
Sweet	Specify small size, 2-1/2 to 4-1/2 inches long, 52 to 99 count per gallon.	3 pickles = 1/2 cup 1-1/2 pickles = 1/4 cup 3/4 pickle = 1/8 cup
Radishes	Specify U.S. #1, 1/2-inch diameter minimum, without tops. Small, 45 radishes per pound.	8 radishes = 1/2 cup 4 radishes = 1/4 cup 2 radishes = 1/8 cup
Tomatoes		
Wedges	Specify 5 x 6 size, extra large, 30 pounds net per container. Tomato is 2-1/8 inches x 3 inches in diameter, 2-1/4 tomatoes per pound.	1/2 tomato = 1/2 cup 1/4 tomato = 1/4 cup 1/8 tomato = 1/8 cup
Slices	Specify 6 x 7 size, medium Slice in 1/4 inch slice.	4 slices = 1/2 cup 2 slices = 1/4 cup 1 slice = 1/8 cup
Cherry	Specify standard size, reasonably uniform in size. Volume given in cups.	8 tomatoes = about 1/2 cup 4 tomatoes = about 1/4 cup 2 tomatoes = about 1/8 cup
Fruit	Size and Count	Serving Size and Yield
Apples	Specify U.S. #1 wholesale basket with apples having a minimum of 2-1/4 inch diameter (small apple).	1 apple = 1/2 cup 1/2 apple = 1/4 cup 1/4 apple = 1/8 cup
Bananas	Purchased by fingers. No trade size. Small or petite bananas. Three bananas per pound.	1 banana = 1/2 cup 1/2 banana = 1/4 cup 1/4 banana = 1/8 cup
Berries		
Strawberries	Specify U.S. #1. Minimum diameter 3/4 inch. Sold in quarts and pints.	1/2 cup ready-to-eat berries = 1/2 cup 1/4 cup ready-to-eat berries = 1/4 cup 1/8 cup ready-to-eat berries = 1/8 cup
Blueberries	Specify U.S. #1. No minimum. Sold in quarts and pints.	

Serving Size and Yield for Selected Fresh Vegetables and Fruits

Fruit	Size and Count	Serving Size and Yield
Cantaloupe	Specify Size 36. Medium size, 5-1/2 inches diameter. One and 2/3 pounds per melon.	1/4 melon = 1/2 cup 1/8 melon = 1/4 cup 1/16 melon = 1/8 cup
Grapes	Specify variety desired. Concord, Delaware, etc. (slip skin) average 2-3/4 cups per pound.	16 grapes = about 1/2 cup 8 grapes = about 1/4 cup 4 grapes = about 1/8 cup
	Tokay, Thompson Seedless, etc., (adherent skins) average 163 grapes per pound.	38 grapes = about 1/2 cup 19 grapes = about 1/4 cup 10 grapes = about 1/8 cup
Nectarines	Specify Size 3 x 4. Size is standard with fruit having a 1-3/4 to 2-1/2 inches diameter.	1 nectarine = 1/2 cup 1/2 nectarine = 1/4 cup 1/4 nectarine = 1/8 cup
Oranges	Specify 138 (Calif. or Ariz.) or 125 size (Fla. or Texas). Size designation, printed on carton, indicates number of fruit in carton. Medium (or smaller) orange, 4 per pound.	1 orange = 1/2 cup 1/2 orange = 1/4 cup 1/4 orange = 1/8 cup
Plums	Specify Size 3 x 4 x 5. Containers yield a count of 60 pieces of small fruit. Available in 4 baskets per crate.	2 plums = about 1/2 cup 1 plum = about 1/4 cup 1/2 plum = about 1/8 cup
Peaches	Specify 2 to 2-1/2 inch minimum diameter. Available in Eastern basket. Four peaches per pound.	1 peach = 1/2 cup 1/2 peach = 1/4 cup 1/4 peach = 1/8 cup
Pears	Specify 150 or 135 count. Diameter of pears of both counts is 2-1/2 inches. 150 count is a short fruit, while 135 count is a long fruit. Four pears per pound.	1 pear = 1/2 cup 1/2 pear = 1/4 cup 1/4 pear = 1/8 cup

Serving Size and Yield for Selected Fresh Vegetables and Fruits

Fruit	Size and Count	Serving Size and Yield
Raisins	Specify bulk purchase or individual packages, 1-1/2 ounce each.	Yield of bulk: 5-1/3 oz. = 1 cup 2-2/3 oz. = 1/2 cup 1-1/3 oz. = 1/4 cup Yield of individual package: 1 package (1-1/2 oz.) - about 1/4 cup fruit
Tangerines	Specify size 176. Fruit will average 2-3/8 inches in diameter. Four tangerines per pound.	1 tangerine = about 1/2 cup
Watermelon	Specify average size. Melons will average about 28 pounds. Serving size determined by quartering the melon.	Yield of quarter of melon: 1/16 quarter = 1/2 cup 1/32 quarter = 1/4 cup 1/64 quarter = 1/8 cup

Food Containing Vitamin A, Vitamin C and Iron

Vitamin A

VEGETABLES

- Asparagus
- Broccoli
- Carrots
- Chili peppers (red)
- Collards
- Kale
- Mixed vegetables
- Peas and carrots
- Pumpkins
- Spinach
- Squash, winter
- Sweet peppers, red
- Tomatoes
- Tomato juice, paste or puree
- Turnip greens
- Vegetable juices

FRUITS

- Apricots
- Cantaloupe
- Cherries, red sour
- Nectarines
- Peaches
- Plums, purple
- Prunes

Vitamin C

VEGETABLES

- Asparagus
- Broccoli
- Brussels sprouts
- Cabbage
- Cauliflower
- Chili peppers
- Collards
- Kale
- Okra
- Peppers, sweet
- Potatoes, white
- Spinach
- Sweetpotatoes
- Rutabagas
- Tomatoes
- Tomato juice, paste or puree
- Turnip greens
- Turnips

FRUITS

- Cantaloupe
- Grapefruit
- Grapefruit juice
- Grapefruit-Orange juice
- Honeydew melon
- Oranges
- Orange juice
- Pineapple juice (vitamin C restored)
- Raspberries
- Strawberries
- Tangelos
- Tangerines

Food Containing Vitamin A, Vitamin C and Iron

Iron

VEGETABLES

- Asparagus
- Beans-green, wax, lima
- Broccoli
- Brussels sprouts
- Dark green leafy vegetables - **beet greens,** collards, kale, spinach, turnip greens
- Peas, green
- Squash
- Sweetpotatoes
- Tomatoes (canned)
- Tomato juice, paste or puree

FRUITS

- Apples (canned)
- Berries
- Dried fruits
  - dates
  - apricots,
  - figs,
  - peaches,
  - **prunes,**
  - raisins
- Plums

MEAT AND MEAT ALTERNATES

- Dry beans and peas
- Eggs
- Red meats, especially liver and other organ meat
- Peanut butter
- Poultry
- Shell fish
  - Tuna

Full-Strength Juices

The following is a list of full-strength fruit and vegetable juices which may be served in the Summer Food Service Program for Children:

Apple
Grape
Grapefruit
Grapefruit-Orange
Orange
Pineapple
Prune
Tangerine
Tomato
Any blend or combination of the above juices would also be acceptable.

Acceptable Bread and Bread Equivalents

ITEM	SERVING	QUANTITY	
		(Grams)	(Ounces)
Bagel	1	40	1.4
Biscuits	1	28	1.0
Boston brown bread	1	48	1.7
Buns (all types)	1	30	1.1
Cookie (use at snack only)	1	50	1.8
Cornbread	1	28	1.0
Doughnuts (use at breakfast only)	1	32	1.1
English muffins	1	40	1.4
French, Vienna or Italian bread	1	28	1.0
"Fry" bread	1	32	1.1
Muffins	1	40	1.4
Pretzels, Dutch (soft)	2	32	1.2
Pumpernickel	1	28	1.0
Raisin bread	1	25	0.9
Rolls	1	28	1.0
Rye bread	1	25	0.9
Salt sticks	1	25	0.9
Stuffing (bread portion weighs 25 grams)	1	80	2.8
Syrian bread (Flat)	1	25	0.9
White bread	1	25	0.9
Whole wheat bread	1	25	0.9
Bread sticks (dry)	3	21	0.6
Graham crackers	3	21	0.6
Melba toast	5	20	0.5
"Pilot" bread	2	32	1.2
Rye wafers (whole-grain)	4	20	0.8
Saltine crackers	8	22.4	0.8
Soda crackers	3	21	0.6
Taco shells	2	20	0.8
Zwieback	3	21	0.6
Dumplings	1	45	1.6
Hush puppies	1	30	1.1
Meat/meat alternate pie crust	1	30	1.1
Meat/meat alternate turnover crust	1	42	1.5
Pancake	1	50	1.8
Pizza crust	1	30	1.1
Popovers	1	50	1.8
Sopapillas	1	30	1.1
Spoonbread	1	30	1.1
Tortillas	2	50	1.8
Waffles	1	30	1.1

1/ Serving sizes given are equal to 1 slice of bread, children younger than 6 years should receive 1/2 of serving.

Note: All products must be made of whole-grain or enriched flour or meal.

Glossary of Terms Used

Administering Agency	The State Agency or the USDA Food and Nutrition Service Regional Office which directly administers the Summer Food Service Program to sponsors. This is the agency which approves applications.
Camp	Residential summer camps which offer a regularly scheduled food service as part of an organized program for enrolled children and which serve up to four meals a day, and nonresidential programs which offer a regularly scheduled, organized cultural or recreational program for enrolled children and which serve such children four meals a day or three meals consisting of a breakfast, lunch and supper.
Child	Any person age 18 and under and persons over 18 who are determined by a State or local educational agency to be mentally or physically handicapped and who participate in a public school program for such handicapped persons.
Component	Each required item of a meal, such as milk, meat or meat alternate, two or more fruits or vegetables and bread or bread equivalent.
Meal	A breakfast, lunch, supper or snack which meets USDA nutritional standards and which is served to children at a food service site.
Meal Type	Any one of the four kinds of meals eligible for USDA reimbursement.
Needy Children	Children from families whose income is below the USDA income poverty guidelines. (The National School Lunch Program, the School Breakfast Program and Child Care Food Program use the same guidelines. Children eligible for free or reduced-price meals in those programs are considered needy).
Onsite Preparation	Meals prepared and served at the same location.
Program Adult	Adult staff who prepare or serve meals or supervise children at meal time. This does not include adults whose jobs are on the administrative staff, such as monitors.
Unit	Serving all components of a meal together at the same time. For example, the milk and fruit components of a lunch cannot be served as a "snack" later in the day.
Unitized Meal	Meals delivered by a vendor with all components of each meal in one package (with the exception of milk). The administering agency may approve exceptions to unitizing certain other components of a meal such as fruit juice.
Vendor	A commercial operation catering meals, also referred to as a food service management company.
Net Program Costs	The cost of operating a food service including food costs, labor costs, cost of nonfood supplies and rental and use allowances of equipment and space.

Program Evaluation Form

Please complete, detach this form and mail to the Child Care and Summer Programs Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. If more space is needed for answers, please attach additional sheets of paper.

1. Did you receive adequate assistance in planning, organizing, and managing the program? If no, please explain.

2. Did you receive sufficient training in all areas of program administration and operation? If no, please explain.

3. Did you have problems in training your administrative and site personnel and monitors? If yes, please explain.

4. If you contracted with a vendor for the preparation and delivery of meals did you have problems with the bid procedure, the contract procedure, timely delivery of unitized meals, quality of meals, or recordkeeping? If yes, please describe and include any other problems with the vendor.

5. If you used onsite preparation, did you have problems with preparing meals onsite, such as adequate food preparation, refrigeration and storage facilities, planning menus which meet the meal pattern requirements, purchasing appropriate foods and recordkeeping? If yes, please describe and include any other problems with onsite preparation.

6. If you had to provide for an audit of the program, did you have problems in securing an appropriate auditing firm? If yes, please explain and include any other problems you had in providing for an audit.

7. Did you receive copies of the Sponsor Handbook, Site Handbook, Monitor Handbook, Audit Guide and posters? Are these program aids clear and understandable and can they be improved? If so, give suggestions for areas which could be improved.

8. Are the regulations clear and do you have any suggestions for changes which should be incorporated in the regulations?

9. Was there adequate personnel on your staff to effectively monitor sites?

10. Did site supervisors maintain all required records such as food purchase receipts, attendance records, where applicable, menus, etc.? Describe your system for collecting these records.

11. If you are a sponsor in a rural area, what extraordinary administrative costs did you incur that perhaps urban type sponsors may not?

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Summer Food Service Program for Children

Site Supervisor's Guide

U.S. Department of Agriculture
Food and Nutrition Service
Program Aid No. 1179

Summer Food and Fun

To the Site Supervisor

Sponsors of the Summer Food Service Program for Children want to provide meals to children during the summer months when school is not in session. Your site is the means of providing this service to children. That makes you the most important part of the Summer Food Service Program for Children. With a little effort, you can make the meal service an enjoyable experience for your neighborhood children.

April 1978 Revised

You have an obligation to the children to make sure that your site's food service is run in accordance with program regulations and the instructions provided to you by your sponsor. Your sponsor will be financially responsible for any meals that are served incorrectly or are served to ineligible people. This booklet should answer most of your questions about your job. You will have many things to do. But remember, the most important things you have to do for your sponsor are these:

- **Make sure the meals served meet the meal pattern requirements and the nutritional needs of the children.**
- **Order or prepare only the number of meals you need, since attendance may vary as the summer progresses.**
- **Take steps to adjust meal delivery up or down as attendance varies.**
- **Serve meals only during the designated meal time.**
- **Sign for only the number of meals delivered.**

- **Serve one complete meal to each child.**
- **Be sure that all meals are eaten on site.**
- **Serve meals only to children. Persons of all ages who are mentally or physically handicapped can also be served, if they participate in a public school program.**
- **Keep accurate daily records.**
- **Count and record the number of meals served, by type, each day.**

Before the program begins, your sponsor must conduct a training session for all site personnel. You and your coworkers at the site must attend. If you have not attended such a session, be sure to let your sponsor know. You must not start the program until you know and understand your duties and responsibilities. Among the things your sponsor will cover during the training session are the following:

- **Menu cycle for your site.**
- **Types of meals your site will serve.**
- **Delivery time, if your site is to receive prepared meals, and designated meal service time.**
- **Trash removal schedule.**
- **Preparation and submission of daily report sheets.**

- **Whom to call about problems and when to call them.**
- **Money collection procedures for adult staff meals.**
- **Local health and sanitation standards.**

You should know the following Federal regulations:

- **Vendors must deliver each meal in a single package or unit. Only milk can be delivered separately.**
- **Meals must be delivered within 1 hour of serving time if your site does not have adequate storage facilities.**
- **Three hours must elapse between the beginning of one meal service and the beginning of another (breakfast, lunch, supper, and snacks). But, if you don't serve a snack between lunch and supper, you must serve supper 4 hours after beginning lunch service.**
- **Lunch and supper service cannot last more than 2 hours. Breakfast and snack service cannot last more than 1 hour.**
- **Supper meal service may not begin after 6:00 p.m.**
- **None of these time restrictions apply to camps.**

The First Day

Before mealtime on the first day of your program, take time to talk with the children about the food service. Signs posted around the site will help the children and neighborhood adults remember the rules.

You should emphasize:

- **How and when meals will be served, including plans for days when the weather is bad.**
- **That only children (18 years of age and younger) and eligible mentally and physically handicapped persons can be served meals.**
- **That meals must be eaten at the site.**
- **That meals may only be served as complete units.**
- **Ways in which members of the local community may assist you, and encourage their suggestions for a better program.**

Every Day

For the program to run smoothly throughout the summer, you and your coworkers must be aware of your daily site responsibilities. In general, these responsibilities may be grouped into three major categories.

1. **Receipt of meals from the vendor (or preparation of meals).**
   Remember to count the number of meals.
   (*If you prepare meals, your sponsor will hold a special training session with you. He will also provide you with additional information and menu suggestions.*)
2. **Service of meals to the children.**
   Count the number of children served.
3. **Daily recordkeeping.**
   Record counts and sign reports.

Each category is discussed in detail on the following pages.

1. Receipt of meals from the vendor.

1. Make sure the delivery schedule set by your sponsor is being followed

- Do the meals arrive at the same time every day?
- Does the driver bring the right number of meals you need?

2. Count the meals delivered before the driver leaves your site.

- Was the planned meal delivered that day?
- Is the vendor making unauthorized substitutions?
- Does your count equal the number of meals indicated on the delivery receipt? (Do not sign the receipt until the number on the receipt agrees with your count and unless the meals are in acceptable condition.)
- Have you told the sponsor if you need more or fewer meals for the next day?

3. Check the food quality.

- Are the right foods, as listed in this booklet, being delivered?
- Is any food spoiled?
- Are foods delivered at proper temperatures?

4. Write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. Otherwise, make a note on the delivery receipt and notify your sponsor.

5. Keep a copy of the delivery receipt with your daily report.

Remember that your sponsor has entered into a contract with the vendor. It is up to you to let your sponsor know if there are problems with the food service.

2. Service of meals to the children.

1. Organize your activities so that at mealtime the children will be able to arrange themselves into an orderly serving line.

2. Count the meals as you serve them to the the children, and record your count on the daily record sheet. Remember that adults (other than staff) are not allowed to receive meals under this program.

3. Serve meals during the designated meal service time. Your sponsor will not be paid for meals served outside these time frames.

4. Serve the meal as a complete unit without separating the items. Each meal is specifically designed as a unit to fit the food needs of a growing child. Your sponsor will not be paid for meals not served as a unit.

5. Never serve two meals at the same time to one child.

6. Plan the staff members' time to let them sit with the children while they eat.

7. Encourage children to try new foods and to like the foods their bodies need.

8. Follow the sponsor's procedure for leftover meals. If you have many leftovers, notify your sponsor to order fewer meals. Remember that the intent of the program is to serve one meal to each child at each meal service.

3. Daily recordkeeping.

1. Count and record the following information for each meal type served at your site (breakfast, lunch, supper, and snacks):

- The number of meals received or prepared by type (breakfast, lunch, snack, supper).
- The number of meals, by type, served to children.
- The number of seconds served to children, if any. (Record reason for seconds.)
- The number of meals, by type, served to adults.
- The number of hours that each paid food service employee worked on food service.
- The amount of money, if any, received from adults.

2. Your sponsor will give you a daily meal record sheet to complete and return to his office. Your sponsor will receive reimbursement for the meals served to children based on your daily records. Thus, your records must be accurate and must be recorded daily. Your sponsor will explain the system for collecting the records.

Meal Patterns

It is your responsibility to make sure that the meals served meet the meal pattern requirements listed on this page and the following page. Study the patterns of the meals to be served at your site and learn to recognize deficiencies. Record deficiencies on the delivery receipt before you sign it, and notify your sponsor as soon as possible.

BREAKFAST

Milk *(fluid)*	1 cup
Juice *(fruit or vegetable)* or Fruit or Vegetable	1/2 cup
Bread or Cereal	1 slice 3/4 cup or 1 ounce[1]

SNACKS

(supplemental food)

choose two of the four components

Milk *(fluid)*	1 cup
Meat or Meat Alternate	1 ounce
Juice *(fruit or vegetable)* or Vegetable or Fruit	1 cup
Bread or Cereal	1 slice 3/4 cup or 1 ounce[1]

LUNCH *or* SUPPER

Milk *(fluid)*	1 cup
Meat or Poultry or Fish or Cheese or	2 ounces
Eggs or	1
Dry beans *(cooked)* or peas or	1/2 cup
Peanut butter	4 tablespoons
Fruits *(2 or more)* or Vegetables *(2 or more)*	3/4 cup[2]
Bread	1 slice

1. whichever is less
2. vegetable or fruit juice not more than 1/4 cup

Monitors

Sponsor personnel, called monitors, will visit your site on a regular basis. They will assist with day-to-day problems and explain the daily recordkeeping requirements. Questions they will be asking when they visit your site include the following:

1. **Are all children eating at the site?**
2. **Are ineligible adults being fed?**
3. **Are the meals served as a unit?**
4. **Do the meals meet the meal patterns?**
5. **Are the required number of hours elapsing between meals?**
6. **Are meals served only during the designated meal service time?**
7. **What is done with leftovers?**
8. **What is done in case of bad weather?**
9. **Are daily records accurate?**
10. **Are meals counted before delivery receipt is signed?**
11. **Do you make adjustments in the number of meals at your site based on the number of children in attendance?**

Official Visitors

From time to time you may have official visitors who will want to talk with you about the food service at your site. You should keep a written record of these visits for reference purposes. In addition to the monitors from your sponsor's office, you should expect to see someone from the local health department. State and Federal personnel who administer the Summer Food Service Program for Children will also be performing reviews of the program. All of these people will want to work with you and your sponsor to help make your food service better.

Remember, these officials will note any problems they observe. Because your sponsor may not be paid for meals that you do not serve in accordance with program regulations, you must make sure all requirements are met and problems are corrected immediately. If you are given a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.

Questions & Answers

1. What should I do if my meals are not delivered?
Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the vendor.

2. What should I do if meals are delivered late?
First, discuss the problem with the driver. If the problem continues, call your sponsor and make a note of the problem on the delivery receipt.

3. May I serve meals to adults who are working with the food program?
Your sponsor will give you instructions regarding adult staff meals.

4. May I serve meals to adults in the community?
This program is primarily for children. Only handicapped adults enrolled in public school programs may participate. You should post signs at the site so adults understand that the program is not for them. You may want to check on feeding programs in your area which serve adults and senior citizens so you can refer them to the appropriate place.

5. What should be done if adults demand meals?
Call your sponsor immediately. The sponsor will probably send someone to the site to deal with the problem.

6. What if the food is spoiled?
If you realize the food is spoiled before you have signed for the meals, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and call back all meals. This can be a very dangerous situation, so do not serve any part of the meal. Call the sponsor immediately. The sponsor will notify the vendor and someone will come to pick up the spoiled meals.

7. May I serve seconds?
No, you should not plan to serve seconds. The general rule to follow is "one meal per child." However, sometimes, even with good planning, you will have extra meals left. Then, and only then, should you serve complete second meals. Always indicate on your daily report how many seconds you serve. Contact your sponsor to adjust your meal order if you are receiving too many meals.

8. What should I do if the children do not want to eat at the site?
Explain to the children that if they do not eat at the site, the feeding program may be discontinued. With good supervision and control, you should not have problems keeping the children at the site. If you feel the situation is out of control, call your sponsor. The sponsor will be able to help you.

Remember

You signed a daily records account for all categories of meals served. They are the sole basis for reporting the number of meals served. They are also the only basis for payment to your sponsor.

Rules for acceptance and participation in this program are the same for all, without regard to race, color, or national origin.

Site Supervisor's Name

Sponsor's Name

Sponsor's Representative

Sponsor's Address

Sponsor's Phone Number